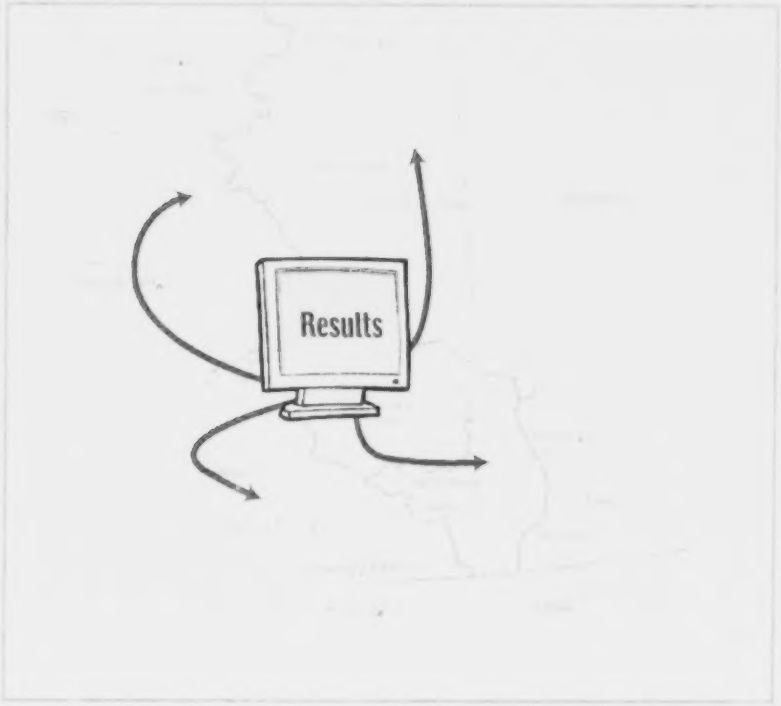
Participant Guide

Ministry Staff



RESULTS Orientation Training

Prepared for:

Ministry of Forests

Information Management Group

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Introduction

Background

The RESULTS application is part of a larger Ministry initiative, known as e-FM(electronic Forest Management). e-FM includes the replacement/renewable of these MoF systems which are integrated with one another:

- RESULTS – replacing ISIS – Silviculture system
- FTA – replacing FTAS – Forest Tenure system
- ESF – Electronic Submission Framework – a new system that enables users to submit spatial information to RESULTS & FTA

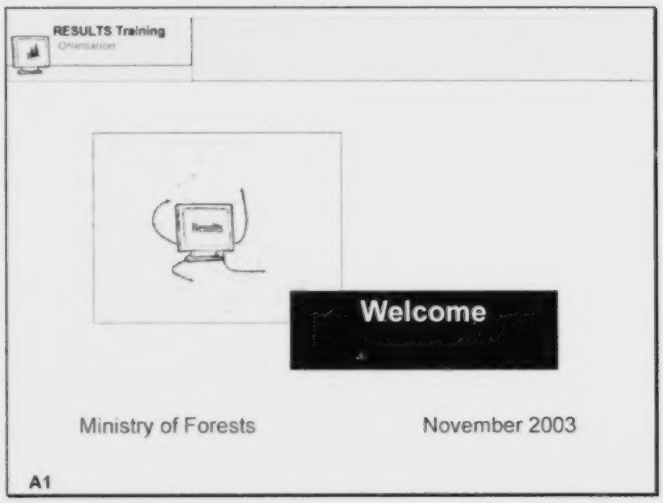
The application supports the Ministry's changes based on several government-wide initiatives:

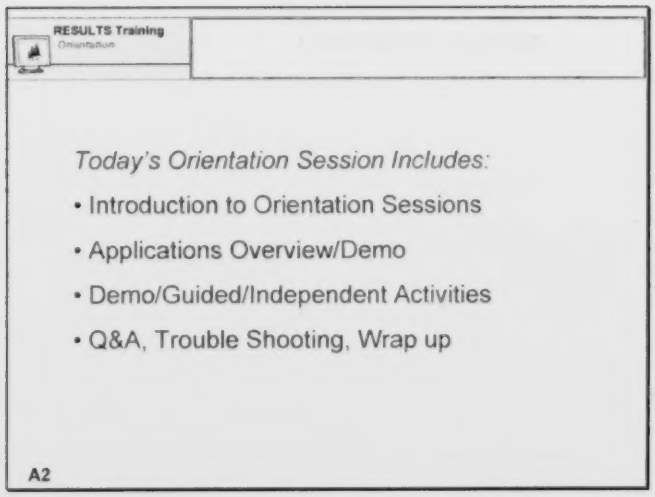
- **Technical (E-Forest Management)** - Harnessing the power of the Web allows the ministry to provide better access for field personnel.
- **Financial** - Mandated efficiencies – reducing the number of personnel and automating processes is one way of managing budgets.
- **Legislative** – Movement away from prescriptive approach to a results-based model means more industry involvement and flexibility in the approach. RESULTS is a tool to support this move.

Orientation Objectives – What You'll Learn

At the end of the Workshop, participants will know how to:

- Work with Silviculture (FS708) submissions using ESF
- Work with the RESULTS web-based application
- Use a checklist to set up their facilities to work with RESULTS
- Create an Opening (Upload Form A) submissions via ESF
- Activity Reporting (Upload Form B) submissions via ESF
- Forest Cover & Declarations (Upload Form C) submissions via ESF
- Identify and locate support tools available for RESULTS

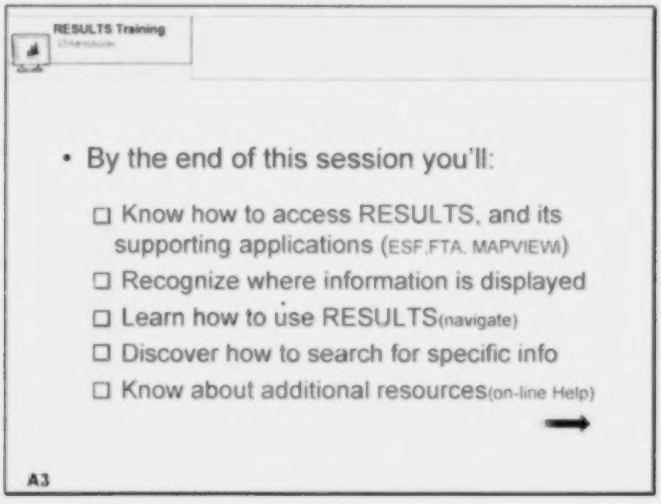

RESULTS Training
Orientation
Welcome
Ministry of Forests
November 2003
A1

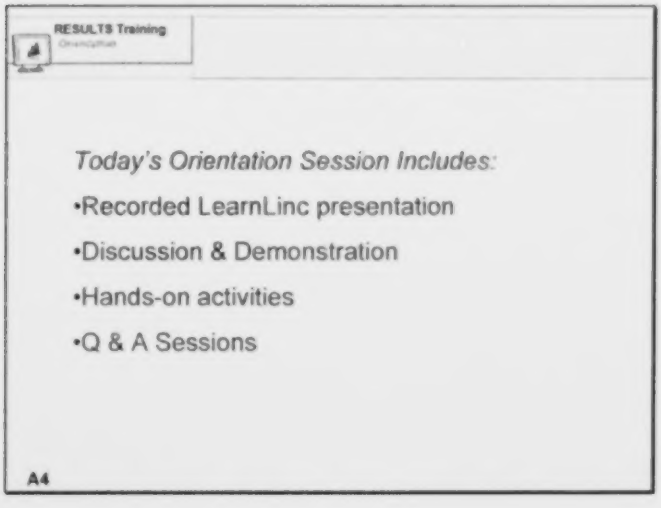

RESULTS Training
Today's Orientation Session Includes:
• Introduction to Orientation Sessions
• Applications Overview/Demo
• Demo/Guided/Independent Activities
• Q&A, Trouble Shooting, Wrap up
A2

Session Agenda

RESULTS Orientation Agenda - MoF

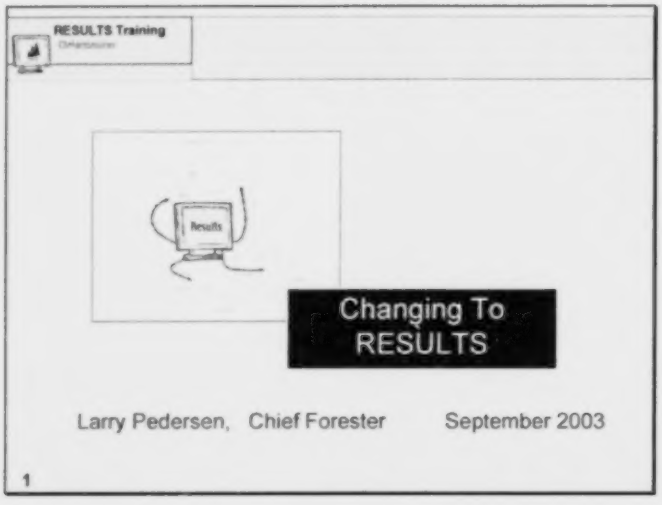
Section	Topic	Time (minutes)	Schedule
A	Introduction to Training Session	15	8:30 to 8:45
A	Why the Change?	15	8:45 to 9:00
B	ESF, FTA, & RESULTS	15	9:00 to 9:15
B	ESF, & RESULTS Overview	15	9:15 to 9:30
	Break	10 - 15	9:30 to 9:45
B	Mapview Overview, Key Features	15 – 20	9:45 to 10:00
B	ESF/RESULTS/Mapview Demo	15	10:00 to 10:15
B	Discussion/QA – ESF, Mapview	15	10:15 to 10:30
C	RESULTS Key Functionality/Demo	60	10:30 to 11:30
C	Set up users/ids	15 – 20	11:30 to 11:45
	Lunch Break	15	11:45 to Noon
C	Complete 2 Searches	60	Noon to 1:00
C	Opening – make minor changes	15 - 20	1:00 to 1:15
C	Activities – make minor changes	30	1:15 to 1:45
C	A) Approving/Rejecting a request for an amendment to a standard unit B) Managing standard ids	15	1:45 to 2:00
C	Make a Declaration	15	2:00 to 2:15
C	Break	40	2:15 to 3:00
C	Running Reports	15	3:00 to 3:15
D	Trouble Shooting	15 - 20	3:15 to 3:30
D	Wrap up	15	3:30 to 3:45

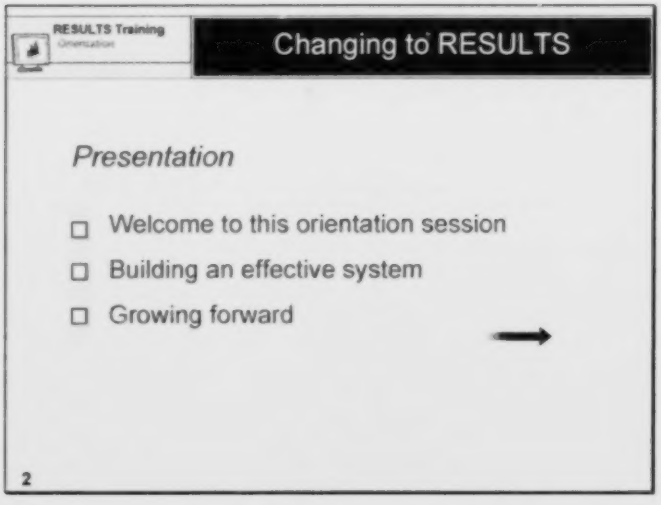

RESULTS Training
• By the end of this session you'll:
☐ Know how to access RESULTS, and its supporting applications (ESF,FTA, MAPVIEW)
☐ Recognize where information is displayed
☐ Learn how to use RESULTS(navigate)
☐ Discover how to search for specific info
☐ Know about additional resources(on-line Help)
A3

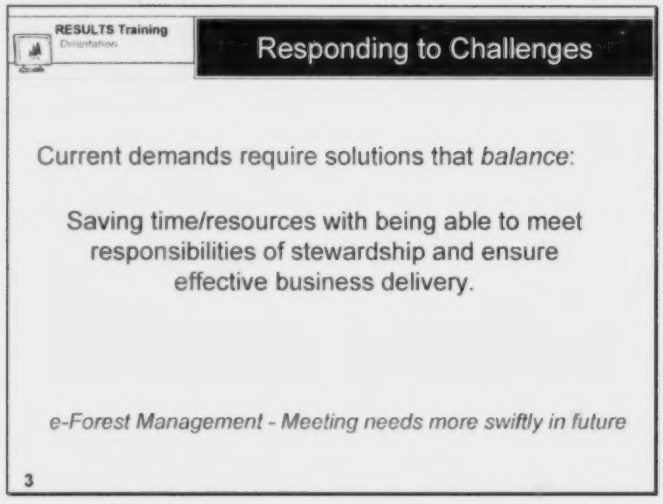

RESULTS Training
Today's Orientation Session Includes:
•Recorded LearnLinc presentation
•Discussion & Demonstration
•Hands-on activities
•Q & A Sessions
A4

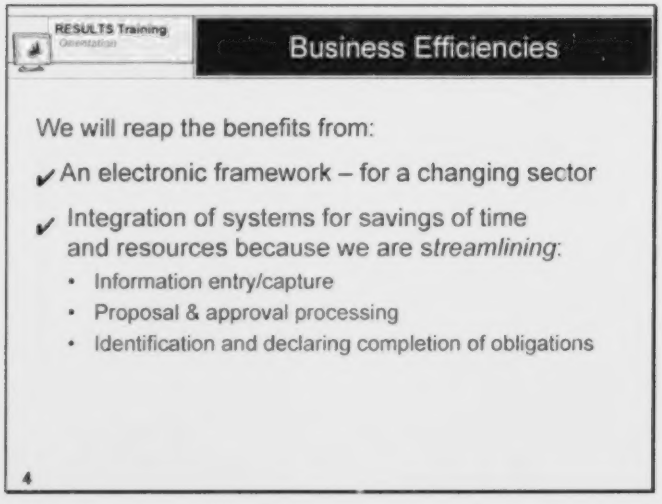
The Change to RESULTS

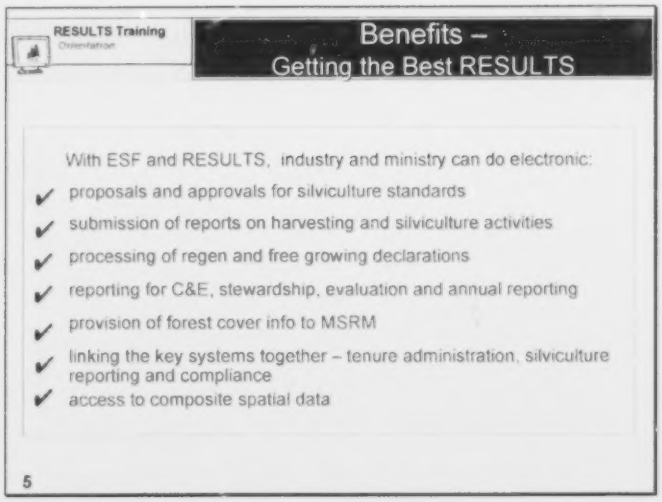
An intro by the Chief Forester

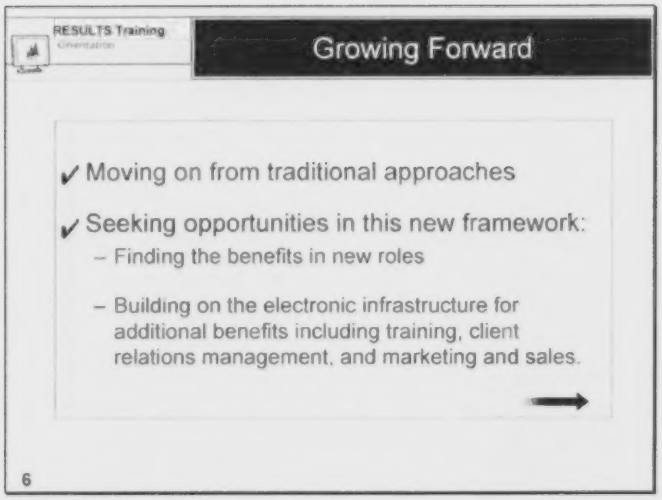


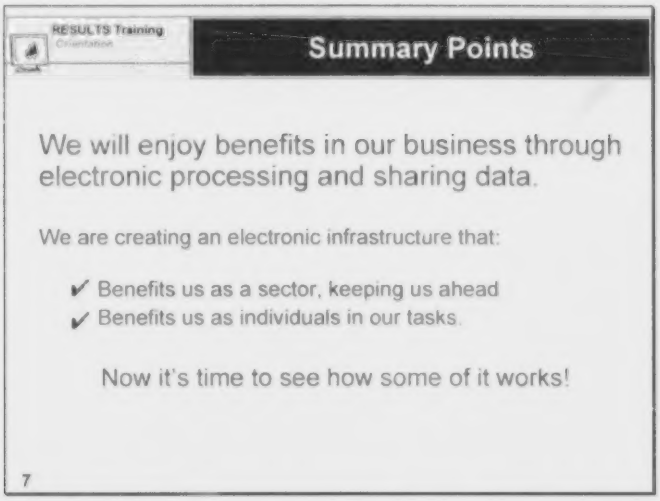



RESULTS Training
Orientation
Responding to Challenges
Current demands require solutions that *balance*:
Saving time/resources with being able to meet responsibilities of stewardship and ensure effective business delivery.
e-Forest Management - Meeting needs more swiftly in future
3


RESULTS Training
Orientation
Business Efficiencies
We will reap the benefits from:
✔ An electronic framework – for a changing sector
✔ Integration of systems for savings of time and resources because we are *streamlining*:
• Information entry/capture
• Proposal & approval processing
• Identification and declaring completion of obligations
4


RESULTS Training
Orientation
Benefits –
Getting the Best RESULTS
With ESF and RESULTS, industry and ministry can do electronic:
✔ proposals and approvals for silviculture standards
✔ submission of reports on harvesting and silviculture activities
✔ processing of regen and free growing declarations
✔ reporting for C&E, stewardship, evaluation and annual reporting
✔ provision of forest cover info to MSRM
✔ linking the key systems together – tenure administration, silviculture reporting and compliance
✔ access to composite spatial data
5


RESULTS Training
Orientation
Growing Forward
✔ Moving on from traditional approaches
✔ Seeking opportunities in this new framework:
– Finding the benefits in new roles
– Building on the electronic infrastructure for additional benefits including training, client relations management, and marketing and sales.
6

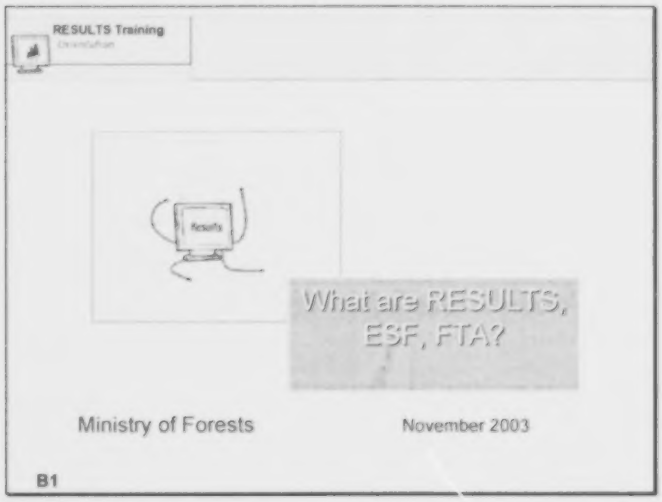

RESULTS Training
Orientation
Summary Points
We will enjoy benefits in our business through electronic processing and sharing data.
We are creating an electronic infrastructure that:
✔ Benefits us as a sector, keeping us ahead
✔ Benefits us as individuals in our tasks.
Now it's time to see how some of it works!
7

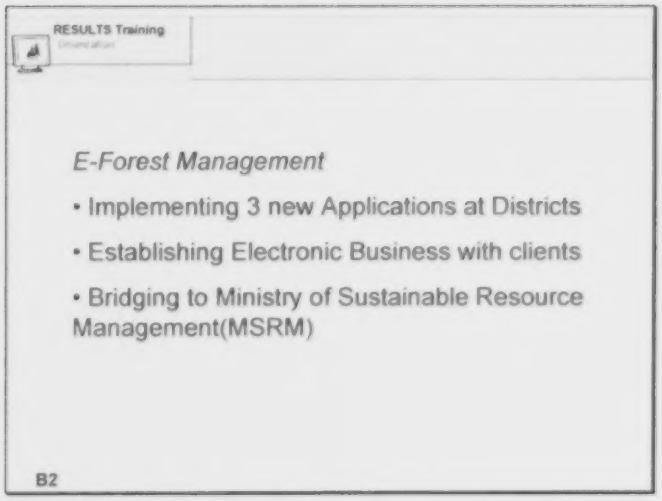
B. ESF, RESULTS, FTA & MapView

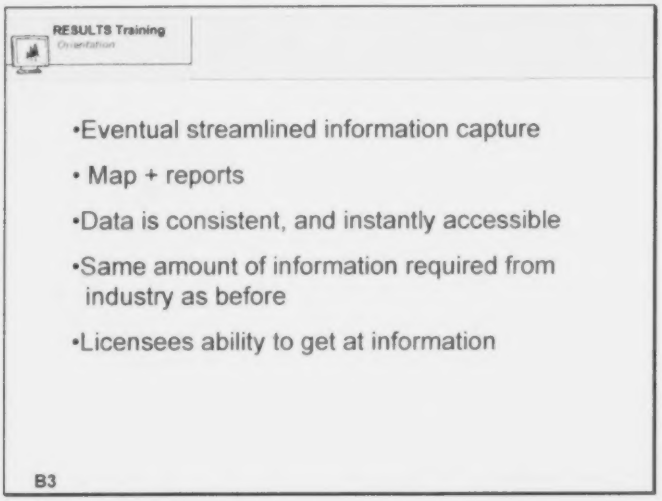
This section will give you some background to the VMAR Project (RESULTS, FTA, ESF) and an in-depth look at ESF. You will also watch ESF in action.

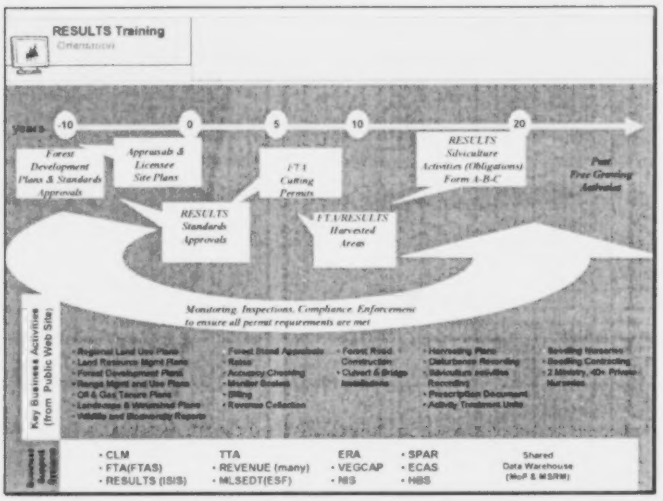
	ESF, FTA & RESULTS *	• RESULTS Facilitator	15 mins
	ESF & RESULTS Overview*	• RESULTS Facilitator	15 mins
	MapView Overview*	• RESULTS Facilitator	15 mins
	ESF/RESULTS/MapView Demo	• RESULTS Facilitator	20 min
	15 minutes – Brief Refreshment Break – timing in discretion of facilitator		
	Discussion/QA – ESF/MapView	• RESULTS Facilitator	15 min

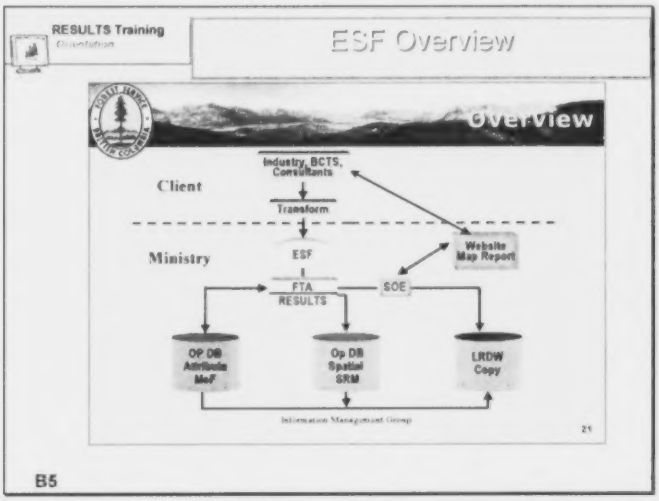
Application Demo/Activities - ESF



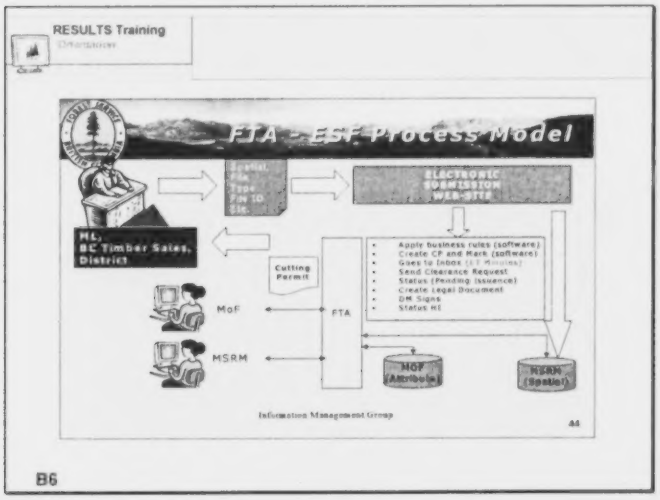

RESULTS Training
E-Forest Management
• Implementing 3 new Applications at Districts
• Establishing Electronic Business with clients
• Bridging to Ministry of Sustainable Resource Management(MSRM)
B2


RESULTS Training
Orientation
•Eventual streamlined information capture
• Map + reports
•Data is consistent, and instantly accessible
•Same amount of information required from industry as before
•Licensees ability to get at information
B3


RESULTS Training
Orientation
Years
-10
0
5
10
20
Forest Development Plans & Standards Approvals
Appraisals & Licensee Site Plans
FTA Cutting Permits
RESULTS Silviculture Activities (Obligations) Form A-B-C
Post Free Growing Assessment
RESULTS Standards Approvals
FTA/RESULTS Harvested Areas
Monitoring, Inspections, Compliance, Enforcement to ensure all permit requirements are met
Key Business Activities (from Public Web Site)
• Regional Land Use Plans
• Land Resource Mgmt Plans
• Forest Development Plans
• Range Mgmt and Use Plans
• Oil & Gas Tenure Plans
• Landscape & Watershed Plans
• Wildlife and Biodiversity Reports
• Forest Stand Appraisals
• Roads
• Autopsy Chopping
• Worker Brakes
• Billing
• Revenue Collection
• Forest Road Construction
• Culvert & Bridge Installations
• Harvesting Plans
• Disturbance Recording
• Silviculture activities Recording
• Prescription Document
• Activity Treatment Units
• Seedling Nurseries
• Seedling Contracting
• 2 Ministry, <0> Private Nurseries
Business Support Systems
• CLM
• FTA(FTAS)
• RESULTS (ISIS)
TTA
• REVENUE (many)
• MLSEDT(ESF)
ERA
• VEGCAP
• NIS
• SPAR
• ECAS
• HBS
Shared Data Warehouse (MoF & MSRM)


RESULTS Training
ESF Overview
Overview
Industry, BCTS, Consultants
Client
Transform
Ministry
ESF
Website Map Report
FTA RESULTS
SOE
OP DB Attribute MoF
Op DB Spatial SRM
LRDW Copy
Information Management Group
21

B5


RESULTS Training
FTA - ESF Process Model
ELECTRONIC SUBMISSION WEB-SITE
MI, BC Timber Sales, District
Cutting Permit
Apply business rules (software)
Create CP and Mark (software)
Send Clearance Request
Create Legal Document
MoF
MSRM
FTA
MOF (Attribute)
MSRM (Spatial)
Information Management Group
44

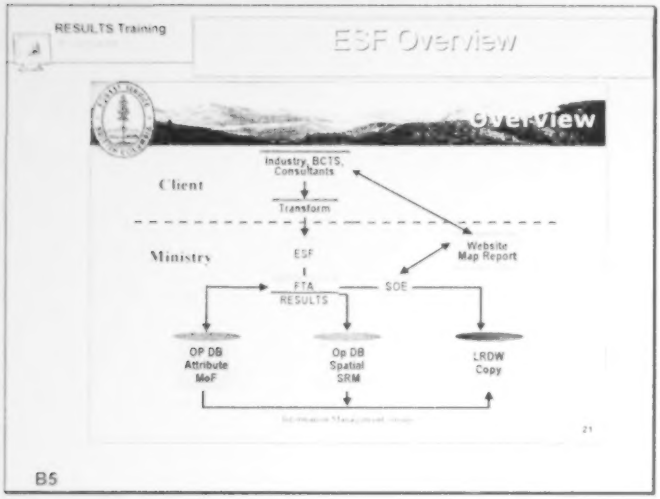
B6

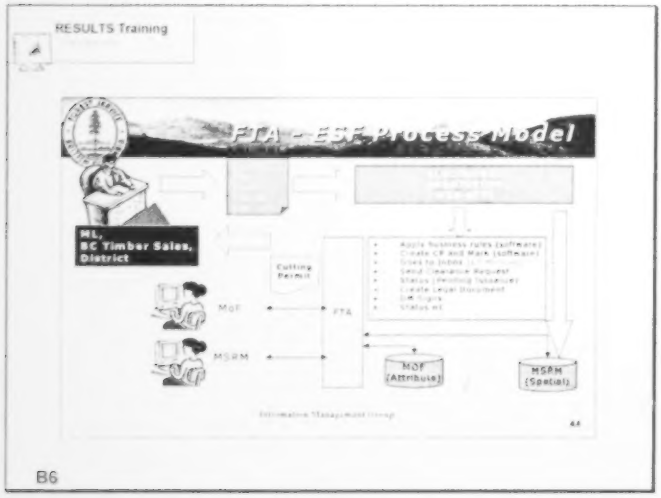
RESULTS Training

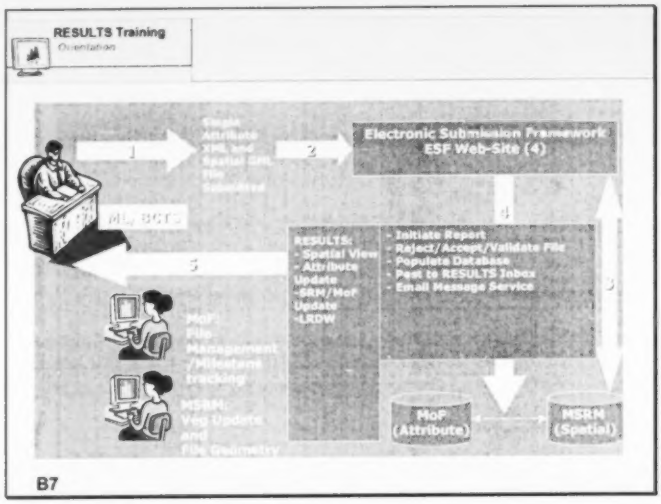
- Eventual streamlined information capture
- Map + reports
- Data is consistent, and instantly accessible
- Same amount of information required from industry as before
- Licensees ability to get at information

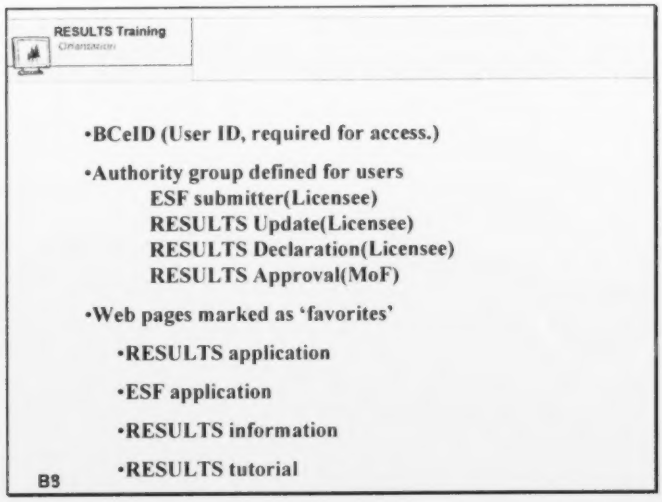
B3

RESULTS Training


RESULTS Training
ESF Overview
Overview
Industry, BCTS, Consultants
Client
Transform
Website Map Report
Ministry
ESF
FTA
SOE
RESULTS
OP DB Attribute MoF
Op DB Spatial SRM
LRDW Copy
B5


RESULTS Training
FTA – ESF Process Model
MoF
MSRM
FTA
B6


RESULTS Training
Orientation
Electronic Submission Framework
ESF Web-Site (4)
RESULTS:
- Spatial View
- Attribute Update
-SRM/MoF Update
-LRDW
- Initiate Report
- Reject/Accept/Validate File
- Populate Database
- Post to RESULTS Jobs
- Email Message Service
MoF (Attribute)
MNRN (Spatial)
B7


RESULTS Training
Orientation
•BCeID (User ID, required for access.)
•Authority group defined for users
ESF submitter(Licensee)
RESULTS Update(Licensee)
RESULTS Declaration(Licensee)
RESULTS Approval(MoF)
•Web pages marked as 'favorites'
•RESULTS application
•ESF application
•RESULTS information
•RESULTS tutorial
B8

ACCESS TO RESULTS

For Ministry of Forests staff:

Access to RESULTS and ESF, can be obtained by submitting your IDIR UserID and the required security level to the RESULTS Administrator via email. Currently John.Gallimore@gems5.gov.bc.ca.

User Classes for Government access are:

- Ministry of Forests Headquarters;
- Ministry of Forests Regional offices;
- Ministry of Forests District offices; and
- Other Ministries (e.g., Ministry of Sustainable Resource Management).

Ministry users that are not a Headquarter level users,will have the following rules applied:

- ✓ The organization unit(eg. DCR or RNI) field will default to the organization user,(ie. region or district). However the user can view information for other Ministry organization units and licensee information.
- ✓ This user can only alter information for their organization unit and those organization units that fall under their area (e.g. a user that has been assigned a region can alter district data that falls in that region) and as long as they have a security level of (RESULTS UPDATE, RESULTS DECLARATION, or RESULTS APPROVAL). If the user has a security level of RESULTS_VIEW_ONLY, they can only view information.

If a Ministry user is a Headquarter level user, the rules are as follows:

- ✓ The organization unit field will default to the organization user. They can view information for other Ministry organization units and licensee information.
- ✓ This user can alter any Ministry information (e.g. a user that has been assigned a region can alter district data that falls in that region) as long as they have a security level of (RESULTS_UPDATE, RESULTS_DECLARATION, or RESULTS_APPROVAL). If the user has a security level of RESULTS_VIEW_ONLY, they can only view information.

For BCTS staff, each TSO has a client number assigned, and the above rules are applied similarly. That is the user belonging to a particular TSO can only see and update their TSO's information.

Security level	Authorized Actions
ESF BROWSER	Authority to review all submissions (currently MoF staff do not submit RESULTS updates, therefore ESF SUBMITTER Role is not applicable)
RESULTS VIEW ONLY	Authority group allows General Inquiry mode.

RESULTS REPORTING	Authority group allows General Inquiry mode with access to Reporting.
RESULTS UPDATE	Authority group allows General Inquiry , Reporting, and Data Update mode. This role is made for MoF staff creating changes to existing RESULTS information, creating and submitting standard proposals, and submitting standard unit amendments.
RESULTS DECLARATION	Authority group allows General Inquiry , Reporting, Data Update,and Milestone Declaration mode. Role is made for MoF that require all the previous roles as well as those required to declare milestone obligations met.
RESULTS APPROVAL	Authority group allows General Inquiry , Reporting, Data Update,and Milestone Declaration mode. Role made for district managers, or their designates who can approve/reject proposed standards and opening amendment requests.

ACCESS TO RESULTS

For Non-Ministry users:

This 'user class' includes major licensees, woodlot licensees, Community Forest Agreement holders, Pulpwood Agreement holders and BC Timber Sales Offices(TSO's);

To access RESULTS and ESF, private sector clients must have a BCeID or an FSIAS UserID. The FSIAS UserIDs will be phased out in late 2003 when all users have been set up with BCeIDs. For information on how to get a BCeID, go to the BceID Enrollment Process webpage.

RESULTS and ESF access can then be obtained by going to the 'Application Access form for ESF and RESULTS'. (RESULTS web page!)

It is assumed that contractors who work on behalf of licensees, the Ministry, or both will be assigned new userids, specific to the client they are working on behalf of. This will prevent:

- Any adverse behaviour on the part of the application and
- Any potential conflict of interest, real or perceived, on the part of the contractor.

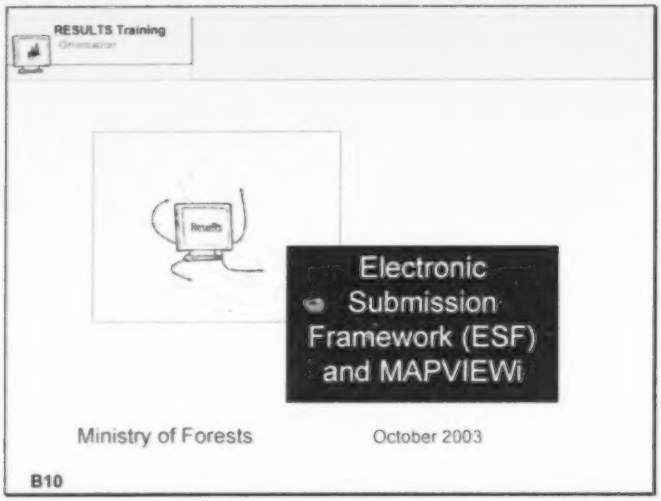
The rules are as follows for a Licensee user:

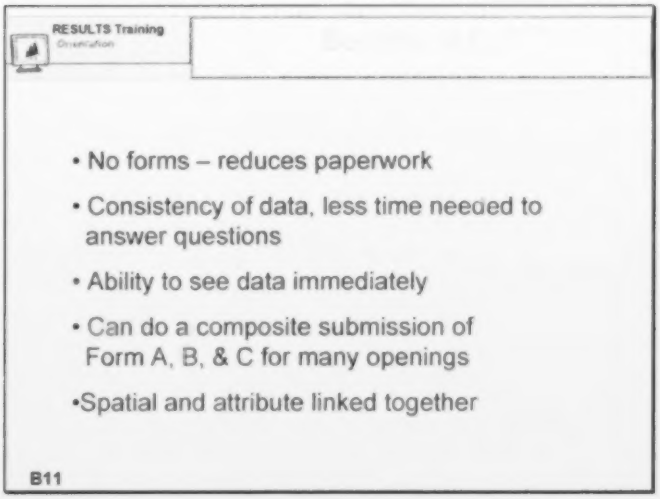
- The client field will be set and cannot be altered (i.e., display only). A licensee user can only see their information.

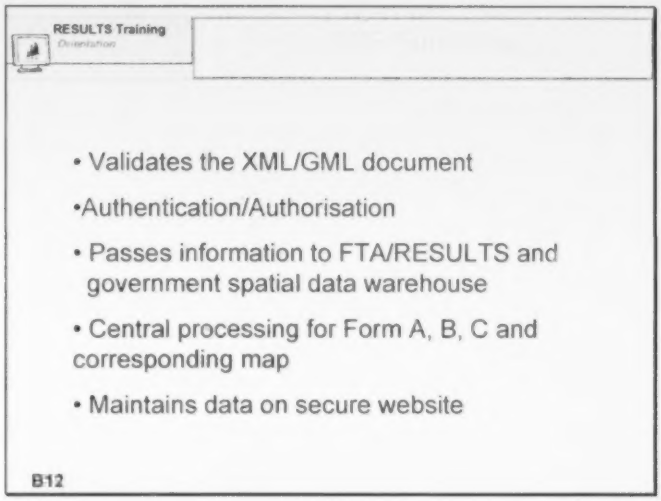
- The client location field will be defaulted to the location the logged on user is associated to but can be changed to other valid location values within the client number.

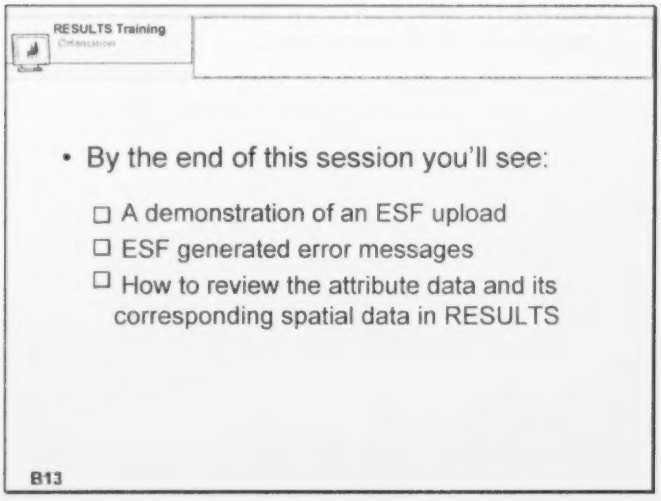
Security level	Authorized Actions
ESF BROWSER	Authority to review all submissions on the ESF Web page
ESF SUBMITTER	Authority to review and submit ESF submissions.(Licensees must also have RESULTS UPDATE to upload RESULTS data, or RESULTS DECLARATION to upload milestone declarations).
RESULTS VIEW ONLY	Authority group allows General Inquiry mode.
RESULTS REPORTING	Authority group allows General Inquiry mode with access to Reporting.
RESULTS UPDATE	Authority group allows General Inquiry , Reporting, and Data Update mode. This role is made for licensee staff creating changes to existing RESULTS information, creating and submitting standard proposals, and submitting standard unit amendments.
RESULTS DECLARATION	Authority group allows General Inquiry , Reporting, Data Update, and Milestone Declaration mode. This role is made for licensees that require all the previous roles as well as those required to declare milestone obligations met.

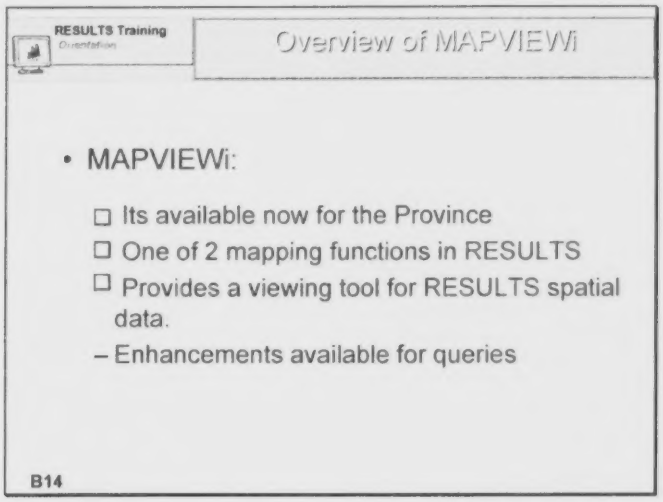
Demo of ESF, viewing in RESULTS + MapView (only Facilitator)

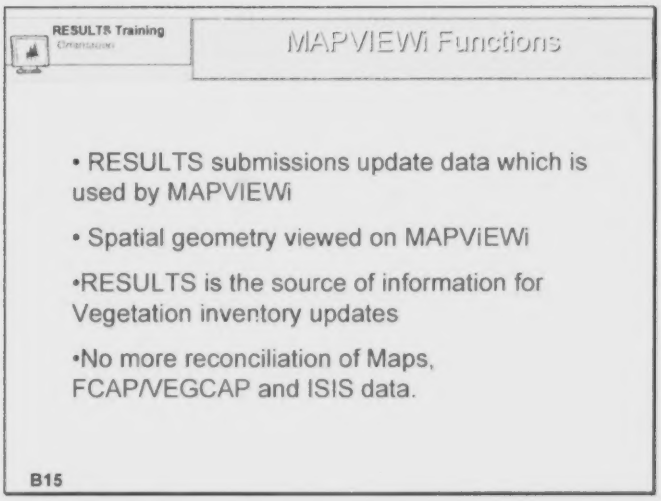



RESULTS Training
• No forms – reduces paperwork
• Consistency of data, less time needed to answer questions
• Ability to see data immediately
• Can do a composite submission of Form A, B, & C for many openings
•Spatial and attribute linked together
B11


RESULTS Training
Orientation
• Validates the XML/GML document
•Authentication/Authorisation
• Passes information to FTA/RESULTS and government spatial data warehouse
• Central processing for Form A, B, C and corresponding map
• Maintains data on secure website
B12


RESULTS Training
Orientation
• By the end of this session you'll see:
☐ A demonstration of an ESF upload
☐ ESF generated error messages
☐ How to review the attribute data and its corresponding spatial data in RESULTS
B13


RESULTS Training
Overview of MAPVIEWi
• MAPVIEWi:
☐ Its available now for the Province
☐ One of 2 mapping functions in RESULTS
☐ Provides a viewing tool for RESULTS spatial data.
– Enhancements available for queries
B14


RESULTS Training
MAPVIEWi Functions
• RESULTS submissions update data which is used by MAPVIEWi
• Spatial geometry viewed on MAPViEWi
•RESULTS is the source of information for Vegetation inventory updates
•No more reconciliation of Maps, FCAP/VEGCAP and ISIS data.
B15

Key Features Demo

Demo of ESF

Logon to ESF through RESULTS (you may also wish to enter directly via a WEB page – i.e., bookmark it too).

ESF Q&A

Questions and General Troubleshooting in ESF

- Ensure handout regarding ESF error msg's is referenced
- Interpreting error messages in ESF for Creating an Opening, Activity Reporting and Forest Cover and Declarations – if you come across additional ones that commonly show up in the Orientation sessions, add it in the space provided.

Tip/Error Message

What it means

'Opening not found in RESULTS.'

Trying to update an Opening: Change the opening key group entered to identify the opening that already exists in RESULTS.

'Opening Already Exists.'

Trying to Insert an opening:
Change the action code to Update or change the opening key group to reference an opening that does not already exist in RESULTS.

'Tenure information must be submitted for this opening category.'

When inserting an opening, if the opening category submitted is blank then the tenure must be submitted with that opening.

'The opening submitted for update must include any tenure that exists for that opening.

If the opening category code for the submitted opening is FTML, FTSBF or FTWL, then all of the tenure for that opening must be submitted.

Application Demo/Activities - RESULTS

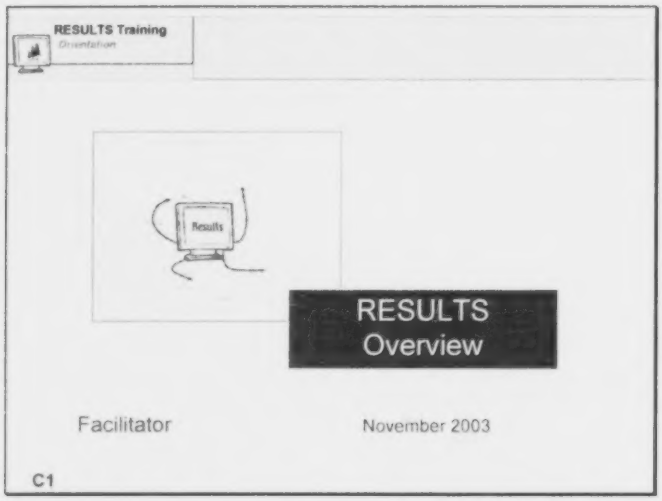
Summarize Key Functions of RESULTS

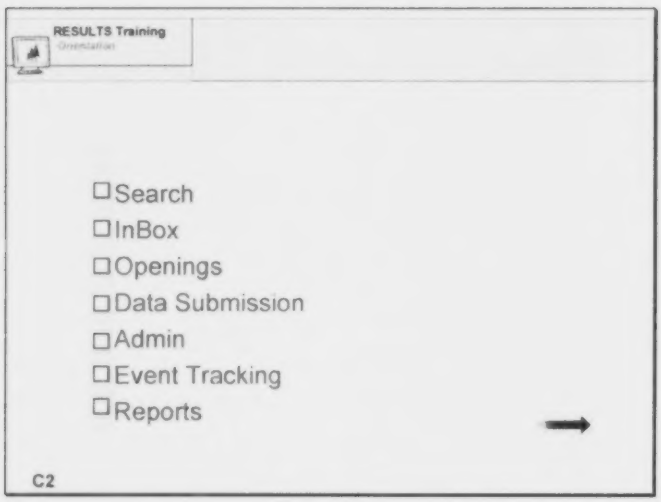
C. RESULTS Overview & Activities

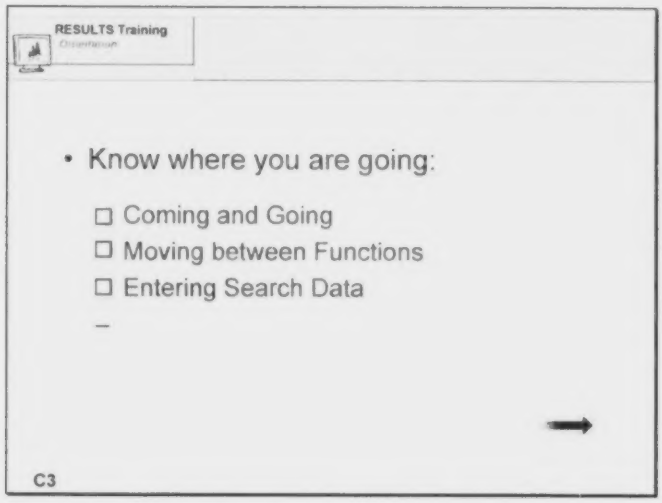
This section will give you an in-depth look at RESULTS. You will also participate in some RESULTS Activities.

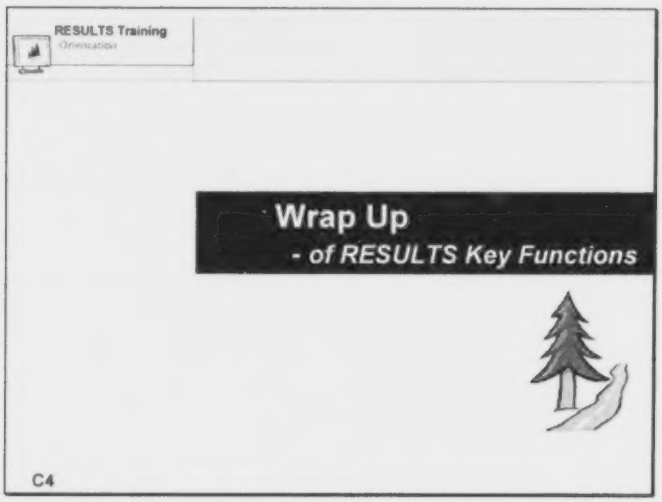
	RESULTS Intro*- Key Functionality	• RESULTS Facilitator
	Complete 2 Searches	• Guided Activity • Independent Activity
	Openings – Make minor changes	• Guided Activity
	Activities – Make minor changes	• Guided Activity
	Approving/Rejecting a Request for an Amendment to a Stocking Standard	• Guided Activity
	Make a Declaration	• Demo
	Running a Report	• Activity

Overview of Results plus an Introduction to the 'cheat sheet' and sign on...






RESULTS Training
• Know where you are going:
☐ Coming and Going
☐ Moving between Functions
☐ Entering Search Data
–
C3


RESULTS Training
Wrap Up
- of RESULTS Key Functions
C4

Topic	Key Points
Activity **Use the information on the TENT to sign on -- check with the facilitator, it may have been done for you.**	Complete a Search **Guided search and independent search** **Guided Search:** ***District user search for Activities using Base/Technique/Method*** **User:** 1. Click on Search Tab 2. Click on Activity Search 3. Choose DIC (4 blocks will appear) or DOS (10 blocks) as an ORG UNIT 4. **Click on the Look up button (3 dots) on client** 5. Enter your client value (**00016954**) in ' client number' field – or TONY in Client Acronym Field 6. Tony will appear as the client, select it, and review results. 7. Select Base/Tech/Method search **by clicking on the Look up button(3 dots) near Method field** 8. Enter a base (**SU**) from the drop down menu then click Search (... feature at the right of the screen) 9. Locate combination (from activity search results)(**SU, RG, WALK**) and select 10. Set Results Indicator radio button to Results 11. Ensure Sort By to Opening, and press Search 12. To View results. Click Details. **Purpose – to show how to find blocks that have had specific activities.** **Possible Use of this search – by those interested in tracking regime results, likely better handled through report generation.** ***District user search for Openings for specific Licensee using Licence Number*** **Independent Search** 1. Click on Search Tab 2. Click on Opening Tenure Search 3. Choose the appropriate Org Unit if not selected for you. 4. Click on the 'look up button (...)' on client field and enter Client number from your 'cheatsheet'

Topic	Key Points
	5. Review results and click Select. 6. Enter Licence No. from your 'cheatsheet' 7. Add in Timbermark from your 'cheatsheet' (above table, FQ7001 for DIC, FP1001 for DOS. 8. Set 'Sort By' to Opening; 9. Click Search, and review results, by clicking on 'Details' for **your** Opening. **Purpose – To search the database by licence and timbermark to see the list of openings within those criteria.** **Possible use of this search – MoF or Licensee looking for the complete list of blocks harvested by that licensee, likely a task more suited to Reports unless specific block fields need to be addressed in RESULTS.**

MOF Exercises 1 to 5

Exercise #1

Search for Openings where a client has Identified Disturbance Activities.

MoF user will access SIL56 (Opening Tenure Search) to search for openings for a specific licensee to view if there have been disturbance activities in a specific date range.

1. *Click on Search – top left button*
2. *Navigate to opening Tenure Search screen – i.e., click on Opening Tenure Search*
3. *Review Org Unit. – mention that ORG unit is chosen for the user based on their ID, use DIC or DOS for the exercises.*
4. *Search for a client – by choosing the … feature at the end of the client string and type in TONY under the client acronym*
    a. *Click Search*
    b. *Locate client and select it*
5. *Set the Date Type to disturbance (dropdown list)*
6. *Enter the date range From: of 1996-01-01 and To: 1996-12-01. – note the format – may wish to type rather than use calendar feature.*
7. *Ensure Sort By is set to Opening.*
8. ***Click search.***
9. *View Results – a list of blocks will appear with a details and history button,*

10. *View one of the openings by clicking the details button (e.g., choose the opening number on your tent).*
11. *Click the Activities tab to view activities for the opening. For example, harvesting, planting and surveys. For added information on each there is a details button – check out the top activity – when was the block logged?*
12. *Note to navigate - use the BACK button in the application*

Purpose – To see what disturbance activities (i.e., harvesting) has been done by a specific licensee within a specified time range – e.g., 1996. Additionally a specific block can be viewed to see the range of activities that have been done and are within the system.

Possible use of this search – Any audit group looking for specific timeframe of harvesting to see what types of treatment regimes were used to achieve present day results.

Exercise #2

MoF user search for Openings that have Regeneration declared.

District user will access SIL56 (Opening Tenure Search) to search for openings that have Regeneration declared for a specific Date Range.

1. *Go to application home*
2. *Use Search, Opening Tenure*
3. *Review Org Unit. Set to DIC or DOS*
4. *Search for a client using … again*
    a. *Enter client acronym (e.g. TONY)*
    b. *Click Search*
    c. *Locate client and select it*
5. *Set the Date Type to Regen Delay.*
6. *Enter a valid Date Range (Jan to Dec1999 – YYYY-MM-DD) using the calendar icons.*
7. *Ensure Sort By is set to Opening.*
8. ***Click Search.***
9. *View Results – i.e., a list of openings*
10. *View one of the openings by clicking the details button (Choose the one from your tent).*
11. *Select the Milestone Tab to view declarations.*

Purpose – To identify all blocks by a specific licensee that have met regeneration delay. It also shows where within results to view the milestone declarations.

Possible use of this search – Any audit group/ C&E looking for blocks that meet a specific criterion such as regeneration delay.

Exercise #3

Ministry views Opening using an Opening Number.

MoF Users will access RESULTS301 to find an Opening to view using Opening Number.

1. *Click on Openings Tab.*
2. *Click on Opening Inquiry.*
3. *Enter your cheatsheet opening number.*
4. *Click on Go.*
5. *AT THIS TIME COPY THE* ***Opening id*** *number on your mouse (highlight right click – copy) – it will be used later to get to your block quickly and efficiently.*
6. *Review opening details, i.e., read over the various fields to see what information is captured within the database.*
7. *Click on Opening Comments No or Yes link to view/enter/update comments related to an opening (RESULTS130).*
8. *Click on No or Yes link beside a Comment Type (RESULTS131).*
9. *View comments on this Comment Type if there are any.*
10. *Click Add New button (RESULTS132).*
11. *Enter comment text and click on Save.*
12. *Click on Back button to revert to RESULTS131.*
13. *Click on Back button to revert to RESULTS130.*
14. *Click on Back button to revert to RESULTS301.*
15. *Click on Stocking Standard Tab.*
16. *Review details on Stocking Standard Units.*
17. *Click on VCR forward button if more than one standard unit exists.*

Purpose – To view a specific block and to view the opening details, both preharvest stand conditions and the stocking standards chosen for the block.

Possible use of this search – To familiarize oneself with the information captured within the database, and possibly to update information that is incorrect (hence the use of the comment field).

Exercise #4

Ministry view forest cover using Opening ID.

Users will access RESULTS320 to view the latest Forest Cover summary submitted for an opening using Opening ID.

1. *Click on Openings Tab.*
2. *Click on Forest Cover.*
3. *Paste in your opening id.*
4. *Click on Go.*
5. *Review forest cover summary details.*
6. *Click details on one of the polygons defined within this forest cover (e.g., polygon A, Layer I). NOTE the data are not real – it is meant to show the format.*
7. *Review forest cover details (eg Inventory and Silviculture layers; scroll down to see all)*
8. *Click VCR forward button to review next polygon details.*
9. *Click Back button to return to forest cover summary listing.*
10. *Click on Comments: No or Yes link to view forest cover comments (RESULTS131).*
11. *Click on Add New to create a new comment (RESULTS132).*
12. *Enter new comment.*
13. *Click on Save.*
14. *Click on Back to return to RESULTS131.*
15. *Click on Back to return to RESULTS320.*
16. *Click to see Forest cover maps – on the line mid screen above the table.*

Purpose – To see how forest cover is reported within results coming at it from the opening ID. It also provides awareness of the Comments field and how to enter a new comment. It as well provides the link to the Forest Cover Map.

Possible use – Correcting, adding or deleting opening information.

NOTE Map does not link well to A,B,C polygon designation.

Exercise #5

Ministry Users view Land Status using Timber Mark/Cut Block combination.

Users will access RESULTS330 to view the land status summary for an opening using Timber Mark/Block combination.

1. *Click on Openings Tab.*
2. *Click on Land Status.*
3. *Enter Your Timber Mark.*
4. *Enter Your Block.*
5. *Click on Go.*
6. *Review Land Status details – SUCH AS – have post harvest obligations been met?, Summary of land status, e.g, NP, NSR, IMM, MAT.*
7. *If shown a VCR button allows to scroll to other pages.*

Purpose – To see how land status is reported within results.

Possible use of this search – By C&E or licensee to see what post harvest obligations have or have not been met. It also provides a snapshot of the land status by block.

Topic	Key Points/Notes
Activity	**Opening – Make minor changes** **Ministry Session:** **Guided Activity:** ***Ministry user finds opening & alters date using opening no.*** 1. Click on Openings Tab 2. Click on Opening Inquiry 3. Paste in Opening no. 4. Click on Go 5. Select a Dist Admin Zone from dropdown list – pick any one – in a real situation you would be added the appropriate one if it was not in the database or if the wrong one was provided. 6. Create a Licensee Opening Id – one that you will remember. 7. Select Previous Stand Type from drop down list (e.g. MAT) 8. Change Site Index Source to 'Site Index from Stand before Harvest' (hint use on-line Help) Select value from list. 9. Click on Save 10. Click on Clear to clear out data in search criteria so you can confirm changes. 11. Paste Opening Id (from step 5) 12. Click Go – See revised data **Purpose – To show how minor changes are made and to show the use of the naming features.** **Possible use of this function – Correcting basic opening information that does not require an amendment.**

Exercise #6

Finds opening and alters previous stand data – see changes made through event tracking

User will access RESULTS301 to find an opening using opening number and then make minor alterations to it. This scenario will set/change SP1, SP2, Previous Stand Type and Maximum Allowable Permanent Access.

1. *Click on Openings Tab.*
2. *Click on Opening Inquiry*
3. *Paste in Opening ID*
4. *Click on Go.*
5. *Verify the content on the opening (note opening id as this will be used to confirm that changes have been made).*
6. *Set/change SP1 by selecting a Species from the dropdown list. (Hint: use on-line help to identify spp code description)*
7. *Set/change SP2 by selecting a Species from the dropdown list. (Hint: use on-line help to identify spp code description)*
8. *Set/change Previous Stand Type by selecting a Stocking Class from the dropdown list. (Hint: use on-line help to identify Previous Stand Type code description)*
9. *Set/change the Maximum Allowable Permanent Access %.*
10. *Click on SAVE button to update the opening.*
11. *Confirm changes by clearing out data in search criteria (click CLEAR).*
12. *Enter opening id.*
13. *Click on Go.*
14. *Review opening to ensure opening inf. Changed*
15. ***Click on Event Tracking Tab***
16. *Use your Opening id and enter into Opening id field and select Search*
17. *Select History button on the returned row*
18. *Review Event tracking History page – RESULTS610 – start at the top to see the most recent changes*
19. *Select details button to review actual changes*
20. *Navigate back to SIL56 by selecting back buttons twice*

Purpose – to show that certain fields can be changed without an amendment and how they are tracked within the system.

Possible use – To find activity data to review and update.

Topic	Key Points	Notes
Guided Activity	**Guided Activity Ministry user finds opening & alters PL Activity.** 1. Click on Openings Tab 2. Click on Activities Tab, 3. On the RESULTS315 screen enter your opening id and select Go 4. On the results, Click on Comment link, 'N' under the 'Cmt', column for the PL Base Code Activity (row 2, Cmt (comment). 5. Click on Add New, and enter a comment. 6. Click on Save. Watch for 'Save successful' at the top of the screen. 7. Click on Back – twice; note the 'cmt' is 'Y'. 8. Click on Details for this PL Activity; note that 'Comments' indicated at the bottom are now 'Yes' 9. To view the comments, click on yes, choose the type of comment and press go. Use Back to return to RESULTS317. 10. Change any Objective Code from the dropdown list (try RH). 11. Select a new 'Completion Date' from the calendar icon. 12. Click Save. 13. Add a new species (near bottom of the screen) (try PLC species, 17000 Number, and seedlot of 2276. 14. Click Save **Purpose – to show what can be changed without an amendment and to show the utility of the comment boxes.** **Possible use of this search – To correct basic activity information.**	

Independent – Exercise #7: Finds Opening and alters SU activity

MoF user finds opening and alters a SU activity.

User will access RESULTS315 to review activities associated to the opening and then alter a SU activity.

1. *Click on Opening tab*
2. *Select Activities.*
3. *Enter your opening id*
4. *Review contents on the Activities screen*
5. *Find the activity that has the base code = SU*
6. *Click the DETAILS button for this record (go to RESULTS317, Maintain Activity Results)*
7. *Alter the survey result record by entering a new area and completion date.*
8. *Save the survey activity.*

Purpose – to show how to update or fix a minor data issue.

Possible use of this search – To find activity data to review and update.

Topic	Key Points /Notes
Activity	**Standards Administration and Opening Amendments:** **ML/MoF participant searches for standards on their cheat sheet.(Guided)** User will access RESULTS501 to search for the standard. *1) Click on Admin Tab.* *2) Select Standards Admin* *3) Enter standards id from your cheatsheet* *4) Click on Search* *5) View results by selecting the Detail button* *6) Review information presented* **Purpose – to show how to find a stocking standard.** **Facilitator creates a new Even Aged Standard. (Demo)** Facilitator will access RESULTS505 to create a new standard. *1. Click on ADMIN Tab.* *2. Click on Standards Admin* *3. Click on Add New button.* *4. Org Unit should be changed to DIC* *5. Enter a name that is applicable to the standard* *6. Enter an objective if it is appropriate* *7. Enter an effective date* *8. Enter an expiry date* *9. Click on Save button* *10. Identify type of regeneration obligation standard.* *11. Enter the appropriate offset years for the selection.* *12. Specify additional standard if anything is applicable.* *13. Click on Save button* *14. Search for BGC information* *15. Enter BGC Zone/Subzone* *16. Click Search*

Topic	Key Points /Notes
	17. Find BGC data and select to return *18. Click Save button* *19. Click on Single Tab* *20. Enter target well spaced* *21. Enter minimum pref well spaced* *22. Enter minimum well spaced* *23. Enter minimum/maximum post spacing density* *24. Enter height relative to comp number and appropriate measurement* *25. Click Save button* *26. Enter 1st Preferred Species (use dropdown list)* *27. Enter minimum height for preferred species* *28. Click Save button* *29. Enter 2nd Preferred Species (use dropdown list)* *30. Enter minimum height for preferred species* *31. Click Save button* *32. Enter 1st Acceptable Species (use dropdown list)* *33. Enter minimum height for acceptable species* *34. Click Save button* *35. Enter 2nd Acceptable Species (use dropdown list)* *36. Enter minimum height for acceptable species identified.* *37. Click Save button* ***Click Submit button (take note of Standard ID assigned to this record)*** **Purpose – to show how to create a new standard.** **Possible use – To create a new standard for widespread use, not a one off.**

Exercise #8 Create a Standard Based on Approved Standard Using Copy Utility (Independent).

Users will access RESULTS501 to find a standard with approved status to copy and revise.

1. *Click on ADMIN Tab.*
2. *Click on Standards Admin.*
3. *Enter BGC Zone (e.g., use CWH).*
4. *Choose Approve in the status drop down list – above the BGC zone box.*
5. *Click on Search.*
6. *Review results and click on Details button for one standard (go to RESULTS205).*
7. *Click on Copy (copies data and sends user to RESULTS505).*
8. *Note Standards id assigned*
9. *Make revisions (e.g., change name of standard and some other criteria like species or minimum height).*
10. *Click on Save after changes in each section*
11. *Click on the Submit button*
12. *Note that an event tracking record is now created*

Purpose – to show how to create a new standard by modifying one already approved.

Possible use – most likely method of creating a new standard as many fields could be similar to an approved standard.

B) Opening Amendments:

Approving/Rejecting a request for an opening Amendment to a Stocking Standard

Guided Activity: A) Facilitator finds, amends, submits each of the participants Openings

Facilitator Creates an amendment to an opening (Demo using everyone's opening)

Facilitator will access RESULTS310 to find an opening using opening number and then make major alterations to it. This scenario will change the free growing early and late offsets.

1. *Click on Openings tab*
2. *Click on Stocking Standard*
3. *Enter the opening number*
4. *Click Go*
5. *Note that the status of the opening is APP and that the amendment indicator is N*
6. *Note Standard Unit you are amending(in your case 2)*
7. *Scroll to bottom and Click on the Amendment Request Button*
8. *Note the Offset for the free growing early(ie.8) and late(ie. 11) offset.*
9. *Change the values(+2 years each)*
10. *Click on Save button for this section*
11. *Click on Back button*
12. *Check that the status of the Opening is now AMD instead of APP. As Well, the amendment indicator is Y*
13. *Note the Opening id*
14. *Click on Inbox Tab*
15. *Click on Inbox search*
16. *Enter the opening Id*
    a. *Click on Search*
17. *On resulting record, click on the Submit button*
18. *Note what happens to the record(Status should change to SUB)*

Purpose – to show how to amend a stocking standard within a block.

Use – this is the method to amend standards – it must be approved by the DM – those using planning software that feeds into ESF will likely do the changes in that software, it will link to this database

Exercise #9

MoF participant finds opening.to review amendment request(Independent)

User will access RESULTS56 to find the opening that has been amended. The user will review the changes and reject them

1. ***Participants*** *Click on Event tracking tab*
2. *Click on Opening Tenure search*
3. *Enter your opening number*
4. *Click on Search button*
5. *Click on history button for the selected opening(takes user to RESULTS610)*
6. *Review history of changes made (the event list should include status changes and updates)*
7. *Click on Details button by the update events(takes user to RESULTS615)*
8. *Review changes to this opening*
9. **Click on InBox tab**
10. *Click on InBox search*
11. *Click on SUB status from status dropdown list*
12. *Click on Search button*
13. *Find your opening that has been submitted*
14. *Click on Details button*
15. *Review the opening details*
16. *Click on Opening Inquiry tab*
17. *Click on Back button(goes back to RESULTS201)*
18. *Click the REJECT button(Note the change to the status)*
19. *(In production an e-mail will go to the licensee)*
    a. **Facilitator** *will now use the Inbox to emulate the revising of the offset values, ie. Early offset is too early*
    b. *Facilitator will then re-submit*
    c. *Ensure participants watch for review*
20. ***Participants*** *will now Click on Inbox*
21. *Click on Inbox search*

Repeat steps(9-17) and then select Approve(Note the change to the status)

Purpose – to show how to track the block and how it becomes approved

Possible use – to get amendments approved. Licensees will be using this or their planner to perform this task.

Topic	Key Points / Notes
Demo	**Make a Declaration** See the WBT simulation to show how declarations are made by inserting the date. Use the simulation from the Web-based Training tool (RESULTS Quick Start Tutorial) at page below. Find "Show Me" icon near bottom of page. The WBT contains simulations for most of the tasks in the Web-based Training tool. http://www.for.gov.bc.ca/his/results/tutorial/htm/mile/mile_declarehow.htm [Check above URL when it's placed on its final home on a server.]

Exercise #10

Ministry user finds opening via opening number to make milestone declaration(Independent).

Users will access RESULTS325 to declare that a milestone objective has been met and enter a comment about the declaration. User will find the opening number

1. *Click on Opening Tab.*
2. *Click on Milestones*
3. *Enter your opening number*
4. *Click on Go*
5. *Review milestone SU*
6. *Click Update button on the SU that you want to identify as being declared.*
7. *Enter the declaration date*
8. *Click save button*
9. *Do the same process to declare another SU*
10. *Click on CMT link for this milestone record(takes user to RESULTS131)*
11. *Click on Add New button(takes user to RESULTS132)*
12. *Enter comment*
13. *Click Save button*
14. *Click Back button*

15. Click Back button

Purpose – to show how to create a declaration milestone

Use – all those responsible for declaring milestones will either submit it here or through their planning software.

Exercise #11

Ministry user finds opening via opening number to undeclare milestone declaration (Independent).

Users will access RESULTS325 to reverse a declaration that a milestone objective has been met and enter a comment about the reversal declaration. User will find the opening number

1. *Click on Opening Tab.*
2. *Click on Milestones*
3. *Enter your opening number*
4. *Click on Go*
5. *Review milestone SU*
6. *Click Update button on the SU that you want to identify as being declared.*
7. *Clear out the declaration date*
8. *Click save button*
9. *Click on CMT link for this milestone record(takes user to RESULTS131)*
10. *Click on Add New button(takes user to RESULTS132)*
11. *Enter comment*
12. *Click Save button*
13. *Click Back button*
14. *Click Back button*

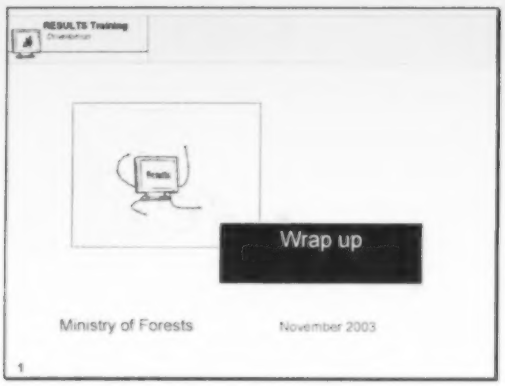
Purpose – to show how to undeclare a milestone.

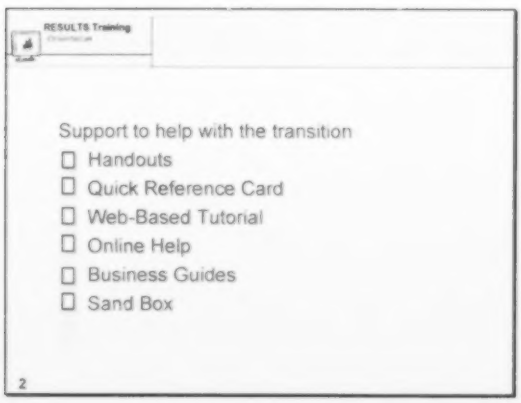
Use – changing declarations that were done in error.

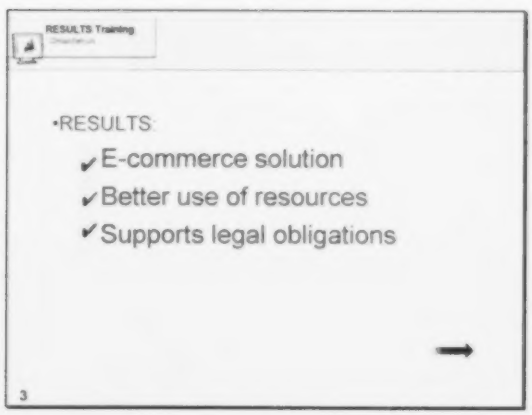
Topic	Key Points	Notes
Activity	**Running a report** **Mention a tutorial** **Facilitator will demo the CRS facility.** **Currently RESULTS is 'case sensitive' meaning that the report criteria entered must be capitalized for data like licence id, ie A12345 not a12345.** **All the SIA reports are list style reports whose out put can be placed in MS EXCEL for complete analysis.** **There is an ISIS database and a RESULTS database.**	
Q&A	**Troubleshooting, tips & tricks for RESULTS** **Tip/Error Message** **What it means** Tip: Error messages appear on the top of the screen. Make sure to scroll up to see the message. Tip If you are creating a standard, the screen has several sections with Save buttons in them. You must save in each section. Otherwise the part you didn't save won't change. Tip If Ministry staff are trying to see all the information related to a client Empty the district field.	

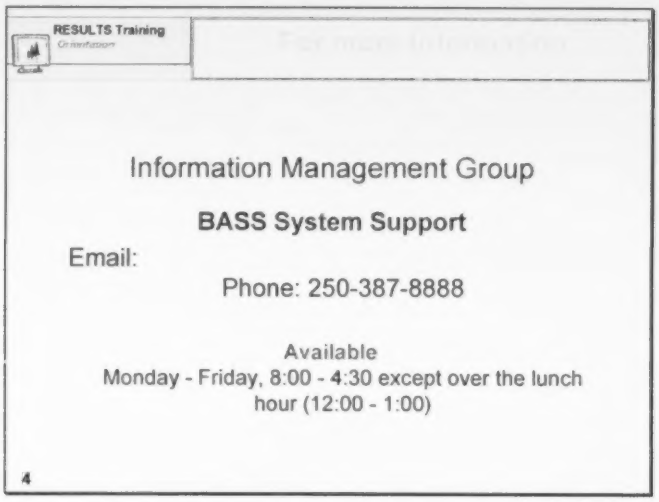
Question & Answer

Topic	Key Points
Live Q&A with Resource Person OPTIONAL Wrap-up - 	


RESULTS Training
Wrap up
Ministry of Forests
November 2003
1


RESULTS Training
Support to help with the transition
Handouts
Quick Reference Card
Web-Based Tutorial
Online Help
Business Guides
Sand Box
2


RESULTS Training
•RESULTS:
✔E-commerce solution
✔Better use of resources
✔Supports legal obligations
3



- Please remember to complete evaluation form & logout.

Thank you for participating in this Orientation session!

Appendices

Appendix A	Resources
Appendix B	Handouts

Appendix A – Resources

ESF – http://www.for.gov.bc.ca/his/esf/ ESF resource web page

MapView - RESULTS includes a live link to MapView. To learn more about MapView, click this link and read the tutorial http://gww.for.gov.bc.ca/mof/mapview.htm. *Please be advised you require a User name and Password to access this site.*

- RESULTS: http://www.for.gov.bc.ca/his/results/
- WBT: http://www.for.gov.bc.ca/his/results/tutorial/ (RESULTS Quick Start Tutorial)
- CRS: http://extranet3.for.gov.bc.ca/crsrm/ web based reporting
- E-FM: http://www.for.gov.bc.ca/his/esd/

Other Website Resources:

- MOF Online Glossary Ministry of Forests Main Glossary: http://www.for.gov.bc.ca/hfd/library/documents/glossary/
- Forest and Range Practices Act http://www.for.gov.bc.ca/code/
- Reference Guide for Forest Development Plan Stocking Standards (FRPA)

  The Reference Guide for Forest Development Plan Stocking Standards provides information on how to amend a Forest development Plan to include Stocking Standards. By clicking on the following link you can also access a PowerPoint presentation - Summary for silviculture under FRPA. http://www.for.gov.bc.ca/hfp/forsite/stocking_stds.htm
- Forest Practices Code Transition Training

  The Forest Practices Code Transition Training information is found at the following URL. It also contains a Q&A webpage where you can send questions related to silviculture reporting. http://216.210.103.125/

Support:

If you are having business or technical difficulties with the RESULTS tutorial, application or on-line help you should contact:

Ministry of Forests
Information Management Group
Business Application Services Section (BASS) Systems Support

Email: FORHISP.APPHELP@gems5.gov.bc.ca
Phone: 250-387-8888**Available**
Monday - Friday, 8:00 - 4:30 except over the lunch hour (12:00 - 1:00)

Appendix B - Handouts

Participants 'Cheatsheet' – ML

Client Number: 00016954

Client Acronym: TONY

Password: Results

Client Name: TONYS ENTERPRISES LTD

Timbermark: FQ7001 for A53812, FP1001 for A49782

Participant Number	Userid	District	Opening Number	Licence No	CP	BLK	XMLFile	Standards id
1	RESULTSLIC01	DIC	92L 012 0.0 T01	A53812	1	1	Training 92L012 TR01.xml	8
2	RESULTSLIC02	DIC	92L 012 0.0 T02	A53812	1	2	Training 92L012 TR02.xml	14
3	RESULTSLIC03	DIC	92L 012 0.0 T03	A53812	1	3	Training 92L012 TR03.xml	15
4	RESULTSLIC04	DIC	92L 012 0.0 T04	A53812	1	4	Training 92L012 TR04.xml	16
5	RESULTSLIC05	DIC	92L 012 0.0 T05	A53812	1	5	Training 92L012 TR05.xml	17
6	RESULTSLIC06	DIC	92L 012 0.0 T06	A53812	1	6	Training 92L012 TR06.xml	18
7	RESULTSLIC07	DIC	92L 012 0.0 T07	A53812	1	7	Training 92L012 TR07.xml	19
8	RESULTSLIC08	DIC	92L 012 0.0 T08	A53812	1	8	Training 92L012 TR08.xml	20
9	RESULTSLIC09	DIC	92L 012 0.0 T09	A53812	1	9	Training 92L012 TR09.xml	21
10	RESULTSLIC10	DIC	92L 012 0.0 T10	A53812	1	10	Training 92L012 TR10.xml	22
11	RESULTSLIC11	DIC	92L 012 0.0 T11	A53812	1	11	Training 92L012 TR11.xml	23
12	RESULTSLIC12	DIC	92L 012 0.0 T12	A53812	1	12	Training 92L012 TR12.xml	24
13	RESULTSLIC13	DOS	82E 075 0.0 T13	A49782	1	13	Training 92L012 TR13.xml	10
14	RESULTSLIC14	DOS	82E 075 0.0 T14	A49782	1	14	Training 92L012 TR14.xml	11
15	RESULTSLIC15	DOS	82E 075 0.0 T15	A49782	1	15	Training 92L012 TR15.xml	12
16	RESULTSLIC16	DOS	82E 075 0.0 T16	A49782	1	16	Training 92L012 TR16.xml	13
17	RESULTSLIC17	DOS	82E 075 0.0 T17	A49782	1	17	Training 92L012 TR17.xml	257
18	RESULTSLIC18	DOS	82E 075 0.0 T18	A49782	1	18	Training 92L012 TR18.xml	258
19	RESULTSLIC19	DOS	82E 075 0.0 T19	A49782	1	19	Training 92L012 TR19.xml	259
20	RESULTSLIC20	DOS	82E 075 0.0 T20	A49782	1	20	Training 92L012 TR20.xml	260
21	RESULTSLIC21	DOS	82E 075 0.0 T21	A49782	1	21	Training 92L012 TR21.xml	261
22	RESULTSLIC22	DOS	82E 075 0.0 T22	A49782	1	22	Training 92L012 TR22.xml	262
23	RESULTSLIC23	DOS	82E 075 0.0 T23	A49782	1	23	Training 92L012 TR23.xml	263
24	RESULTSLIC24	DOS	82E 075 0.0 T24	A49782	1	24	Training 92L012 TR24.xml	264

RESULTS Orientation Training Evaluation

Training Location:

Training Date:

Trainers:

Name of Student:

_____

E-Mail Address: _____

Overall how has this training met your needs as an overview of RESULTS and the ESF.	Poor		Adequate		Good	
	1	2	3	4	5	6
What did you like?						
What didn't you like?						

What other training on this topic would you suggest if any?

_____

_____

_____

General Comments:

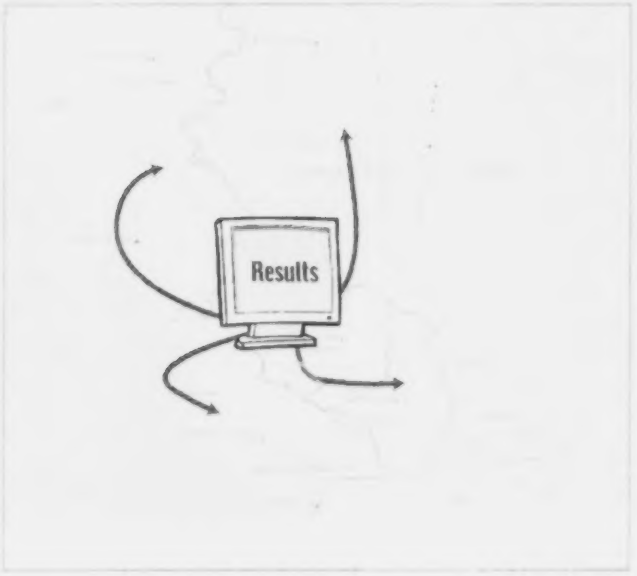
_____

_____

_____

Participant Guide

Industry/BCTS Sessions



RESULTS Orientation Training

Prepared for:

Ministry of Forests

Information Management Group

March 2004

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Introduction

Background

The RESULTS application is part of a larger Ministry initiative, known as e-FM(electronic Forest Management). e-FM includes the replacement/renewable of these MoF systems which are integrated with one another:

- RESULTS – replacing ISIS – Silviculture system
- FTA – replacing FTAS – Forest Tenure system
- ESF – Electronic Submission Framework – a new system that enables users to submit spatial information to RESULTS & FTA

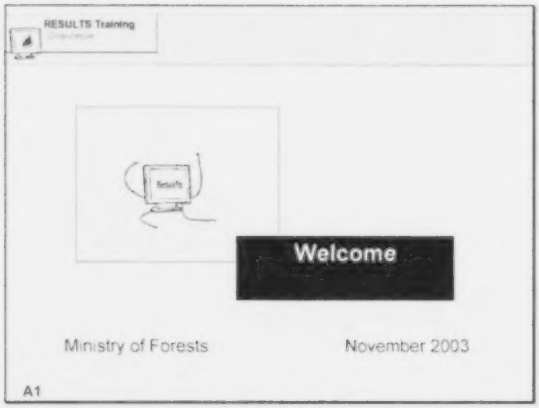
The application supports the Ministry's changes based on several government-wide initiatives:

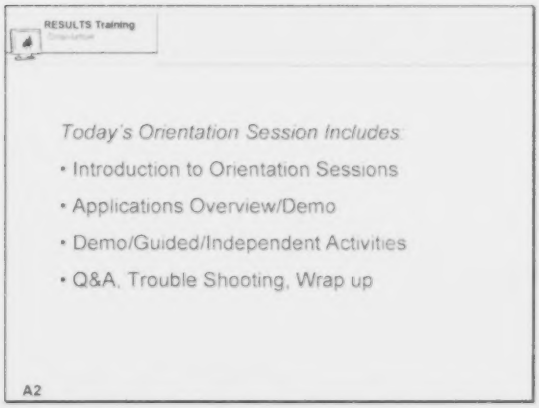
- **Technical (E-Forest Management)** - Harnessing the power of the Web allows the ministry to provide better access for field personnel.
- **Financial** - Mandated efficiencies – reducing the number of personnel and automating processes is one way of managing budgets.
- **Legislative** – Movement away from prescriptive approach to a results-based model means more industry involvement and flexibility in the approach. RESULTS is a tool to support this move.

Orientation Objectives – What You'll Learn

At the end of the Workshop, participants will know how to:

- Work with Silviculture (FS708) submissions using ESF
- Work with the RESULTS web-based application
- Use a checklist to set up their facilities to work with RESULTS
- Create an Opening (Upload Form A) submissions via ESF
- Activity Reporting (Upload Form B) submissions via ESF
- Forest Cover & Declarations (Upload Form C) submissions via ESF
- Identify and locate support tools available for RESULTS

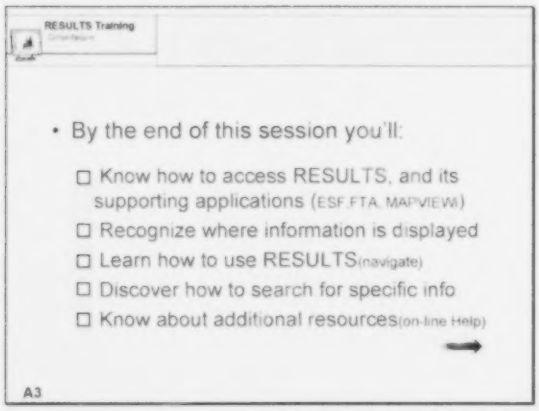

RESULTS Training
Welcome
Ministry of Forests
November 2003
A1

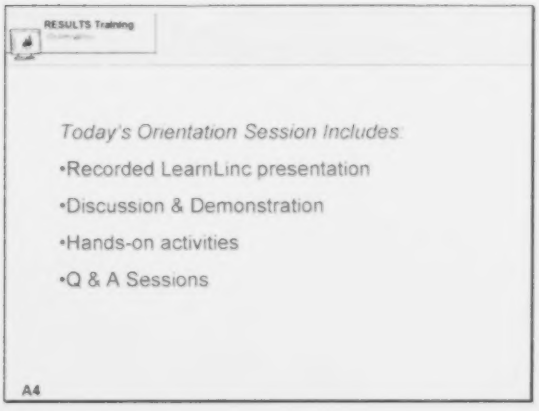

RESULTS Training
Today's Orientation Session Includes:
• Introduction to Orientation Sessions
• Applications Overview/Demo
• Demo/Guided/Independent Activities
• Q&A, Trouble Shooting, Wrap up
A2

Session Agenda

RESULTS orientation Agenda - Licensees

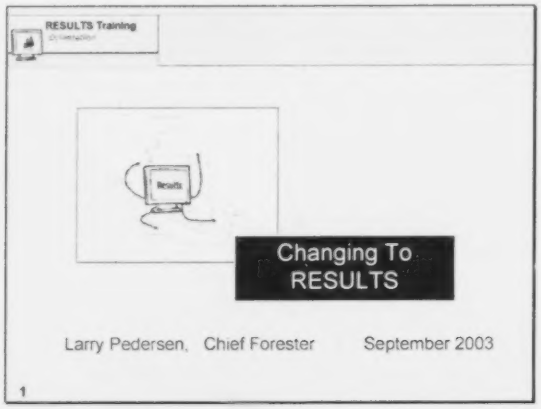
Section	Topic	Time(minutes)	Schedule
A	Introduction to Training Session	15	8:30 to 8:45
A	Why the Change?	15	8:45 to 9:00
B	ESF, FTA, & RESULTS	15	9:00 to 9:15
B	ESF, & RESULTS Overview	15	9:15 to 9:30
B	Mapview Overview, Key Features	10 - 15	9:30 to 9:45
B	ESF/RESULTS/Mapview Demo	15 – 20	9:45 to 10:00
	Break	15	10:00 to 10:15
B	ESF Hands on(Set up id's/logon)	15	10:15 to 10:30
B	ESF Hands on (submit file)	60	10:30 to 11:30
B	Discussion/QA – ESF, Mapview	15 – 20	11:30 to 11:45
C	RESULTS Key Functionality	15	11:45 to Noon
	Lunch Break	60	Noon to 1:00
C	RESULTS Key Functionality/Demo	15 - 20	1:00 to 1:15
C	Complete 2 Searches	30	1:15 to 1:45
C	Opening – make minor changes	15	1:45 to 2:00
C	Activities – make minor changes	15	2:00 to 2:15
C	Approving/Rejecting a request for an amendment to a standard unit Managing standard ids	40	2:15 to 3:00
C	Break	15	3:00 to 3:15
C	Make a Declaration	15 - 20	3:15 to 3:30
C	Running Reports	15	3:30 to 3:45
C	Trouble Shooting	15	3:45 to 4:00
D	Learnlinc	20	4:00 to 4:15
D	Wrap up	15	4:15 to 4:30

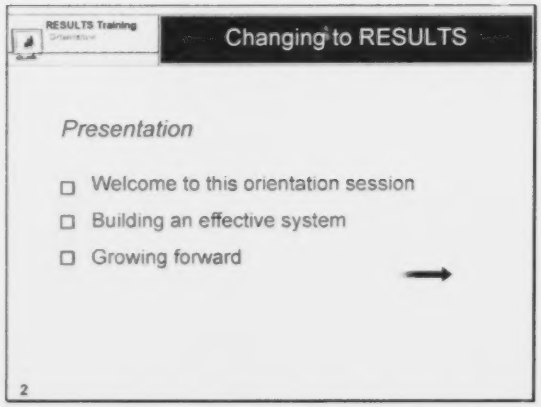

RESULTS Training
• By the end of this session you'll:
☐ Know how to access RESULTS, and its supporting applications (ESF,FTA, MAPVIEW)
☐ Recognize where information is displayed
☐ Learn how to use RESULTS(navigate)
☐ Discover how to search for specific info
☐ Know about additional resources(on-line Help)
A3

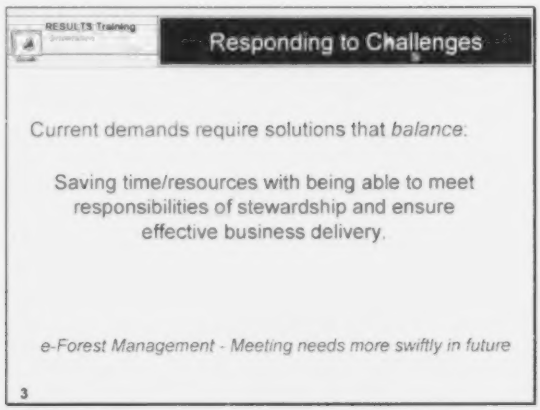

RESULTS Training
Today's Orientation Session Includes:
•Recorded LearnLinc presentation
•Discussion & Demonstration
•Hands-on activities
•Q & A Sessions
A4

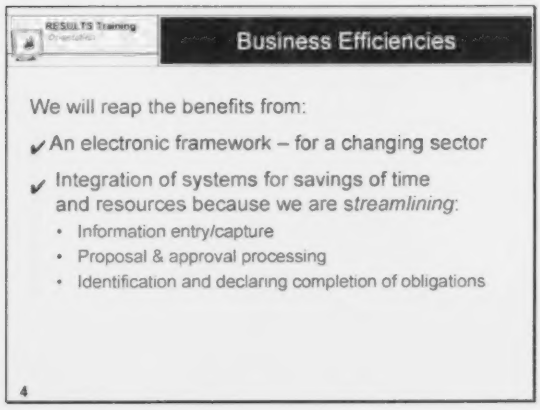
The Change to RESULTS

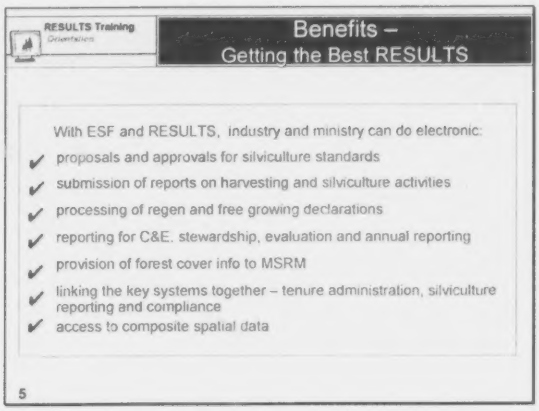
An intro by the Chief Forester

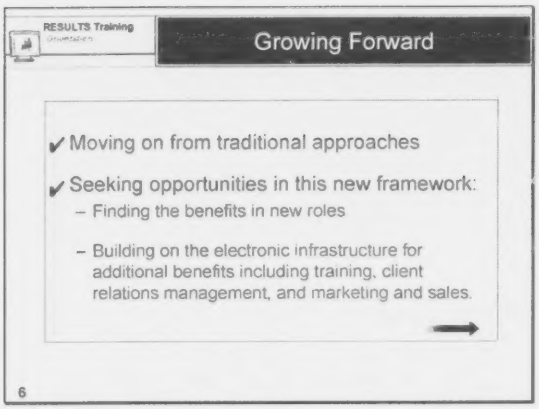


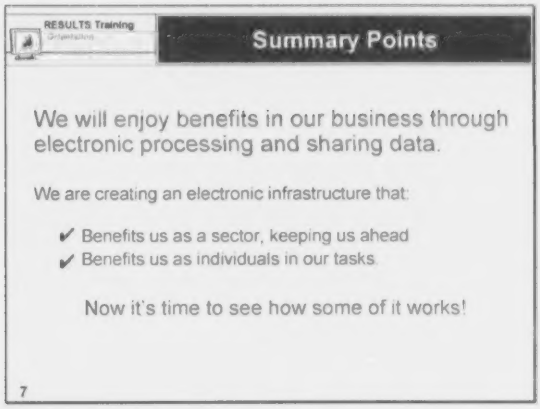



RESULTS Training
Responding to Challenges
Current demands require solutions that *balance*:
Saving time/resources with being able to meet responsibilities of stewardship and ensure effective business delivery.
e-Forest Management - Meeting needs more swiftly in future
3


RESULTS Training
Business Efficiencies
We will reap the benefits from:
✔ An electronic framework – for a changing sector
✔ Integration of systems for savings of time and resources because we are *streamlining*:
• Information entry/capture
• Proposal & approval processing
• Identification and declaring completion of obligations
4


RESULTS Training
Benefits –
Getting the Best RESULTS
With ESF and RESULTS, industry and ministry can do electronic:
✔ proposals and approvals for silviculture standards
✔ submission of reports on harvesting and silviculture activities
✔ processing of regen and free growing declarations
✔ reporting for C&E, stewardship, evaluation and annual reporting
✔ provision of forest cover info to MSRM
✔ linking the key systems together – tenure administration, silviculture reporting and compliance
✔ access to composite spatial data
5


RESULTS Training
Growing Forward
✔ Moving on from traditional approaches
✔ Seeking opportunities in this new framework:
– Finding the benefits in new roles
– Building on the electronic infrastructure for additional benefits including training, client relations management, and marketing and sales.
6

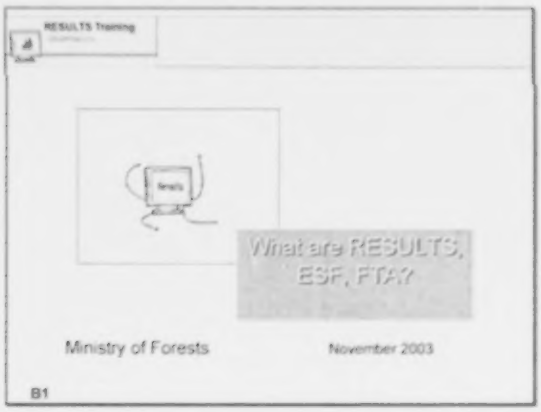

RESULTS Training
Summary Points
We will enjoy benefits in our business through electronic processing and sharing data.
We are creating an electronic infrastructure that:
✔ Benefits us as a sector, keeping us ahead
✔ Benefits us as individuals in our tasks.
Now it's time to see how some of it works!
7

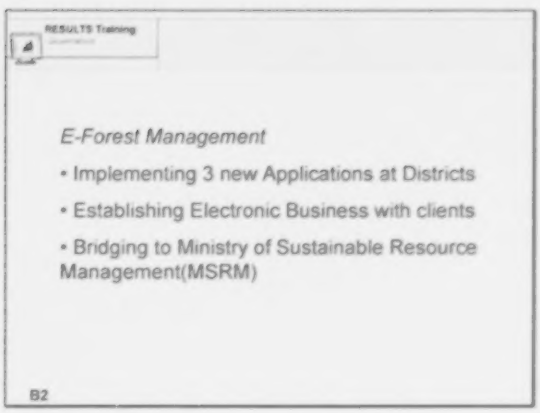
B. ESF, RESULTS, FTA & MapView

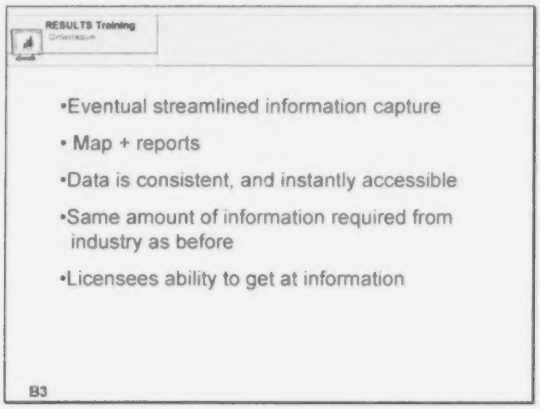
This section will give you some background to the VMAR Project (RESULTS, FTA, ESF) and an in-depth look at ESF. You will also participate in ESF Activities. You can also refer to Appendix C for PowerPoint handouts.

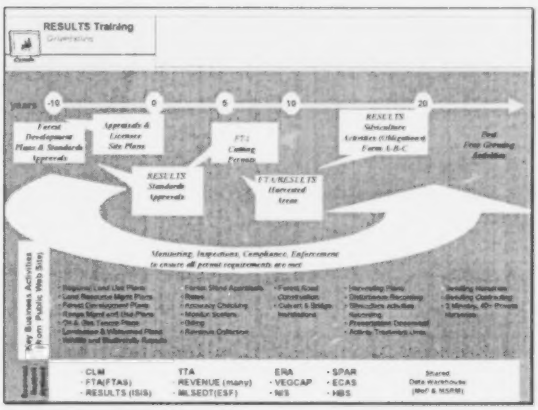
	ESF, FTA & RESULTS *	• RESULTS Facilitator	15 mins
	ESF & RESULTS Overview*	• RESULTS Facilitator	15 mins
	MapView Overview*	• RESULTS Facilitator	15 mins
	ESF/RESULTS/MapView Demo	• RESULTS Facilitator	20 min
15 minutes – Brief Refreshment Break – timing in discretion of facilitator			
	ESF Hands On Form A, B, C + Maps	• Guided and Independent Activities	60 mins
	Discussion/QA – ESF/MapView	• RESULTS Facilitator	15 min

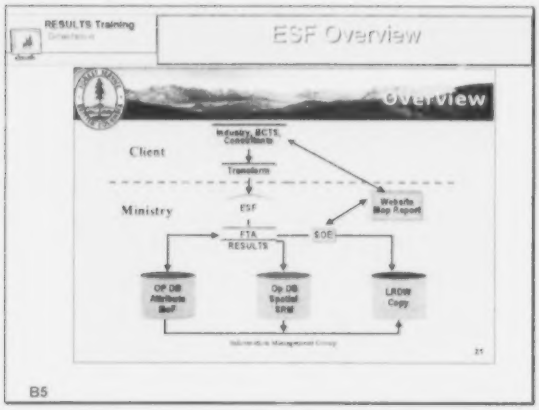
Application Demo/Activities - ESF

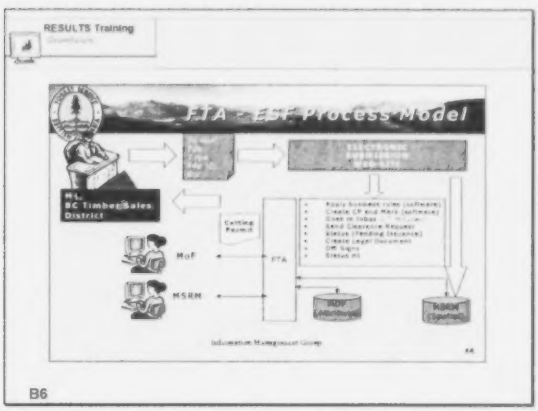


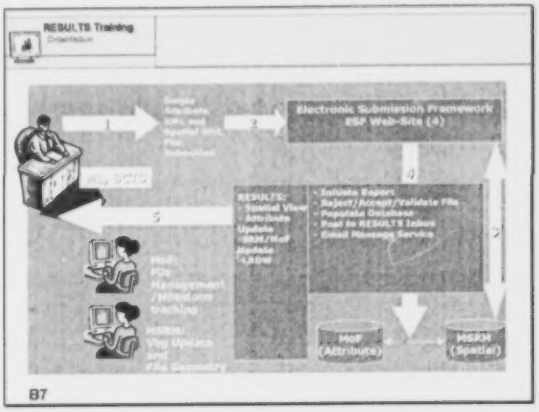

RESULTS Training
E-Forest Management
• Implementing 3 new Applications at Districts
• Establishing Electronic Business with clients
• Bridging to Ministry of Sustainable Resource Management(MSRM)
B2

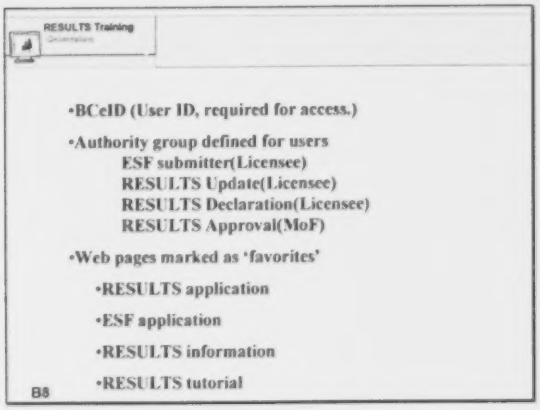

RESULTS Training
•Eventual streamlined information capture
• Map + reports
•Data is consistent, and instantly accessible
•Same amount of information required from industry as before
•Licensees ability to get at information
B3


RESULTS Training
years
-10
0
5
10
20
Forest Development Plans & Standards Approvals
Approvals & Licensee Site Plans
RESULTS Standards Approvals
RESULTS Harvested Areas
Monitoring, Inspections, Compliance, Enforcement to ensure all permit requirements are met
Key Business Activities (Plan - Build - Maintain - Retire Stage)
CLM
FTA(FTAS)
RESULTS (ISIS)
TTA
REVENUE (many)
MLSEDT(ESF)
ERA
VEGCAP
WIS
SPAR
ECAS
HBS
Shared


RESULTS Training
ESF Overview
Overview
Client
Ministry
ESF
FTA
RESULTS
SOE
Website Map Report
B5


RESULTS Training
FTA - ESF Process Model
MoF
MSRM
FTA
B6


RESULTS Training
Electronic Submission Framework
ESF Web-Site (4)
RESULTS:
MoF
(Attribute)
RESULTS
(Spatial)
87


RESULTS Training
•BCeID (User ID, required for access.)
•Authority group defined for users
ESF submitter(Licensee)
RESULTS Update(Licensee)
RESULTS Declaration(Licensee)
RESULTS Approval(MoF)
•Web pages marked as 'favorites'
•RESULTS application
•ESF application
•RESULTS information
•RESULTS tutorial
88

ACCESS TO RESULTS

For Non-Ministry users:

This 'user class' includes major licensees, woodlot licensees, Community Forest Agreement holders, Pulpwood Agreement holders and BC Timber Sales Offices(TSO's);

To access RESULTS and ESF, private sector clients must have a BCeID or an FSIAS UserID. The FSIAS UserIDs will be phased out in late 2003 when all users have been set up with BCeIDs. For information on how to get a BCeID, go to the BceID Enrollment Process webpage.

RESULTS and ESF access can then be obtained by going to the 'Application Access form for ESF and RESULTS'. (RESULTS web page!)

It is assumed that contractors who work on behalf of licensees, the Ministry, or both will be assigned new userids, specific to the client they are working on behalf of. This will prevent:

- Any adverse behaviour on the part of the application and
- Any potential conflict of interest, real or perceived, on the part of the contractor.

The rules are as follows for a Licensee user:

- The client field will be set and cannot be altered (i.e., display only). A licensee user can only see their information.
- The client location field will be defaulted to the location the logged on user is associated to but can be changed to other valid location values within the client number.

Security level	Authorised Actions
ESF BROWSER	Authority to review all submissions on the ESF Web page
ESF SUBMITTER	Authority to review and submit ESF submissions.(Licensees must also have RESULTS UPDATE to upload RESULTS data, or RESULTS DECLARATION to upload milestone declarations).
RESULTS VIEW ONLY	Authority group allows General Inquiry mode.
RESULTS REPORTING	Authority group allows General Inquiry mode with access to Reporting.
RESULTS UPDATE	Authority group allows General Inquiry, Reporting, and Data Update mode. This role is made for licensee staff creating changes to existing RESULTS information, creating and submitting standard proposals, and submitting standard unit

	amendments.
RESULTS DECLARATION	Authority group allows General Inquiry, Reporting, Data Update, and Milestone Declaration mode. This role is made for licensees that require all the previous roles as well as those required to declare milestone obligations met.

ACCESS TO RESULTS

For Ministry of Forests staff:

Access to RESULTS and ESF, can be obtained by submitting your IDIR UserID and the required security level to the RESULTS Administrator via email. Currently John.Gallimore@gems5.gov.bc.ca.

User Classes for Government access are:

- Ministry of Forests Headquarters;
- Ministry of Forests Regional offices;
- Ministry of Forests District offices; and
- Other Ministries (e.g., Ministry of Sustainable Resource Management).

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Ministry users that are not a Headquarter level users, will have the following rules applied:

- ✓ The organization unit(eg. DCR or RNI) field will default to the organization user,(i.e. region or district). However the user can view information for other Ministry organization units and licensee information.
- ✓ This user can only alter information for their organization unit and those organization units that fall under their area (e.g. a user that has been assigned a region can alter district data that falls in that region) and as long as they have a security level of (RESULTS UPDATE, RESULTS DECLARATION, or RESULTS APPROVAL). If the user has a security level of RESULTS_VIEW_ONLY, they can only view information.

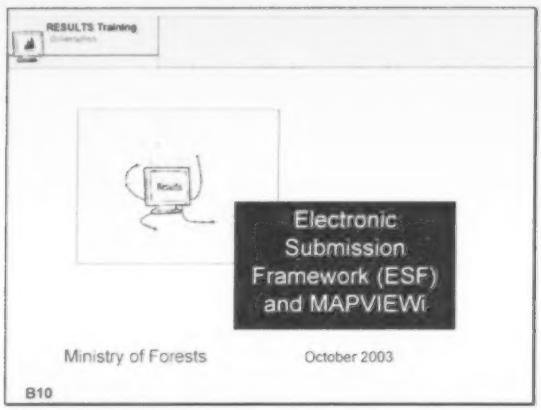
If a Ministry user is a Headquarter level user, the rules are as follows:

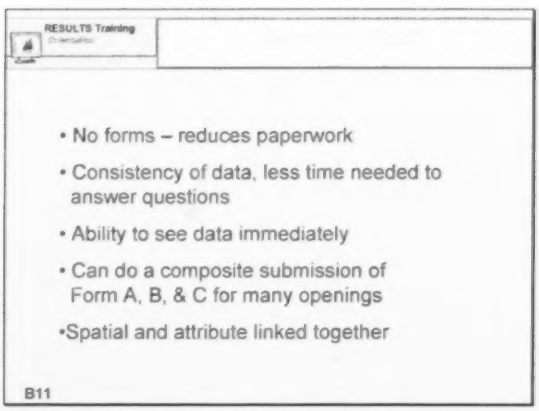
- ✓ The organization unit field will default to the organization user. They can view information for other Ministry organization units and licensee information.
- ✓ This user can alter any Ministry information (e.g. a user that has been assigned a region can alter district data that falls in that region) as long as they have a security level of (RESULTS_UPDATE, RESULTS_DECLARATION, or RESULTS_APPROVAL). If the user has a security level of RESULTS_VIEW_ONLY, they can only view information.

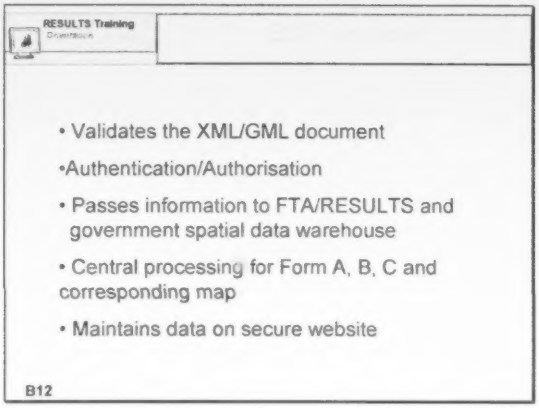
For BCTS staff, each TSO has a client number assigned, and the above rules are applied similarly. That is the user belonging to a particular TSO can only see and update their TSO's information.

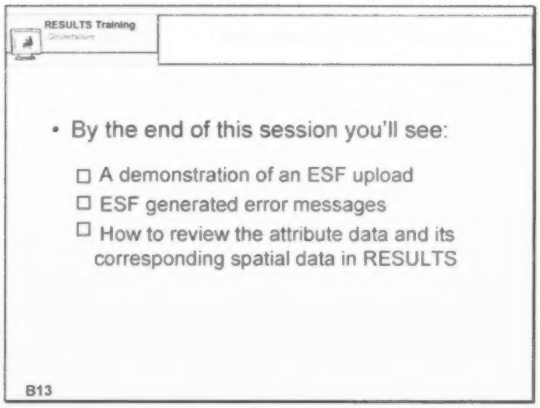
Security level	Authorised Actions
ESF BROWSER	Authority to review all submissions (currently MoF staff do not submit RESULTS updates, therefore ESF SUBMITTER Role is not applicable)
RESULTS VIEW ONLY	Authority group allows General Inquiry mode.
RESULTS REPORTING	Authority group allows General Inquiry mode with access to Reporting.
RESULTS UPDATE	Authority group allows General Inquiry , Reporting, and Data Update mode. This role is made for MoF staff creating changes to existing RESULTS information, creating and submitting standard proposals, and submitting standard unit amendments.
RESULTS DECLARATION	Authority group allows General Inquiry , Reporting, Data Update, and Milestone Declaration mode. Role is made for MoF that require all the previous roles as well as those required to declare milestone obligations met.
RESULTS APPROVAL	Authority group allows General Inquiry , Reporting, Data Update, and Milestone Declaration mode. Role made for district managers, or their designates who can approve/reject proposed standards and opening amendment requests.

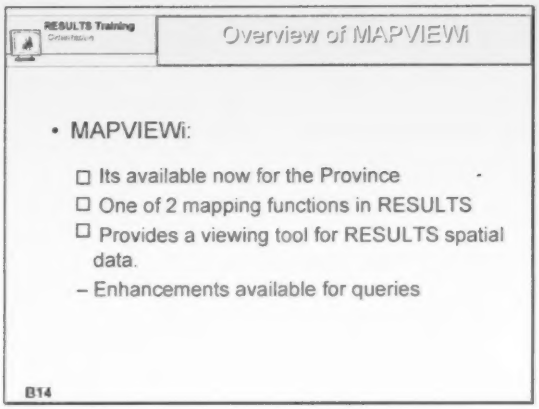
Demo of ESF, viewing in RESULTS + MapView (Facilitator only)

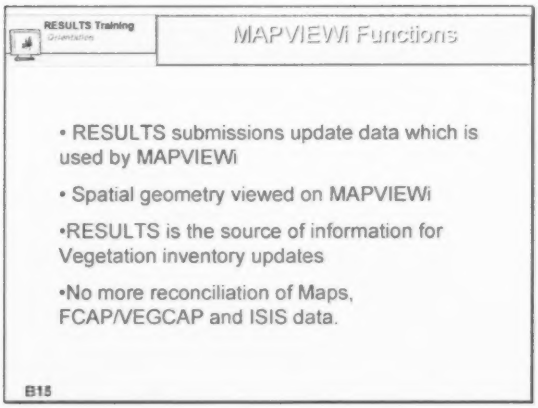



RESULTS Training
• No forms – reduces paperwork
• Consistency of data, less time needed to answer questions
• Ability to see data immediately
• Can do a composite submission of Form A, B, & C for many openings
•Spatial and attribute linked together
B11


RESULTS Training
• Validates the XML/GML document
•Authentication/Authorisation
• Passes information to FTA/RESULTS and government spatial data warehouse
• Central processing for Form A, B, C and corresponding map
• Maintains data on secure website
B12


RESULTS Training
• By the end of this session you'll see:
A demonstration of an ESF upload
ESF generated error messages
How to review the attribute data and its corresponding spatial data in RESULTS
B13


RESULTS Training
Overview of MAPVIEWi
• MAPVIEWi:
☐ Its available now for the Province
☐ One of 2 mapping functions in RESULTS
☐ Provides a viewing tool for RESULTS spatial data.
– Enhancements available for queries
B14


RESULTS Training
MAPVIEWi Functions
• RESULTS submissions update data which is used by MAPVIEWi
• Spatial geometry viewed on MAPVIEWi
•RESULTS is the source of information for Vegetation inventory updates
•No more reconciliation of Maps, FCAP/VEGCAP and ISIS data.
B15

Key Features Demo

Guided Activity of ESF

Participants follow along with their own data. The XML/GML file will include Form A, B, and C data.

Licensee ...

Navigate to the ESF Upload Submission page via RESULTS

- Select Electronic Submissions -> Upload Submission
- Select Opening Submission from the "Choose Submission Type" drop list
- Optional - Add a description in the User "Reference Field"
- Use the Browse button to enter the XML Submission File from your 'cheat sheet'
- Go to the C: drive under the RESULTS folder and pick your file.
- Select Open
- Press "Upload Submission"(The Submission Summary screen is displayed with "Upload Accepted)
- Press "Finalize Submission" (The Submission Successfully queued screen is displayed)
- Enter Submission Id # in the Search Field at the Top of the Submission Page
- The Search Submissions screen is displayed
- Select the hyperlink, from the List, for the Submission Id that was created
- Copy opening ID by highlighting it, right click and choose Copy

Navigate back to RESULTS and review submission by using the Opening id.

ESF Q&A

Questions and General Troubleshooting in ESF

- Ensure handout regarding ESF error msg's is referenced
- Interpreting error messages in ESF for Creating an Opening, Activity Reporting and Forest Cover and Declarations.

Tip/Error Message	What it means
'Opening not found in RESULTS.'	Trying to update an Opening: Change the opening key group entered to identify the opening that already exists in RESULTS.
'Opening Already Exists.'	Trying to Insert an opening: Change the action code to Update or change the opening key group to reference an opening that does not already exist in RESULTS.
'Tenure information must be submitted for this opening category.'	When inserting an opening, if the opening category submitted is blank then the tenure must be submitted with that opening.
'The opening submitted for update must include any tenure that exists for that opening.	If the opening category code for the submitted opening is FTML, FTSBF or FTWL, then all of the tenure for that opening must be submitted.

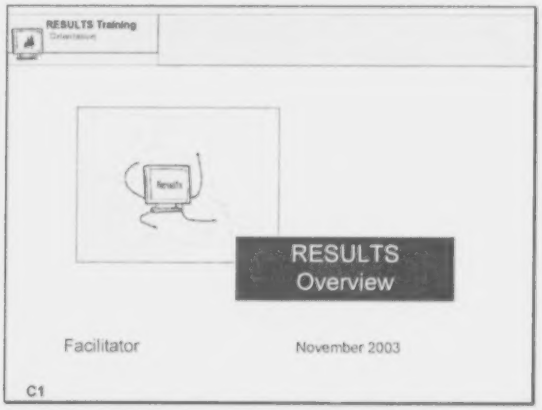
Application Demo/Activities - RESULTS

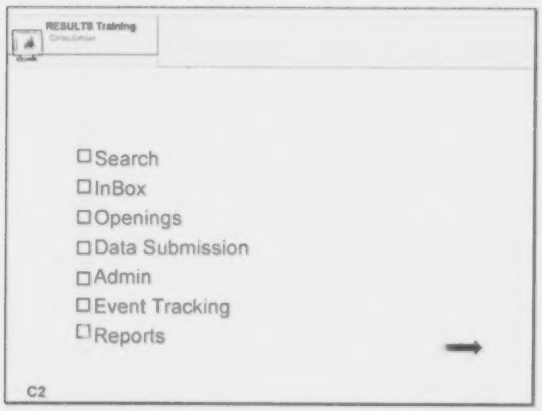
Summarize Key Functions of RESULTS

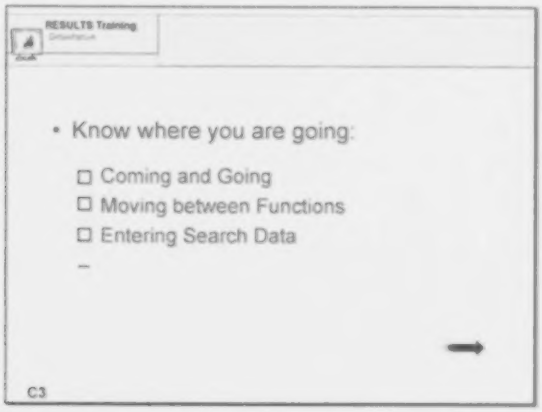
C. RESULTS Overview & Activities

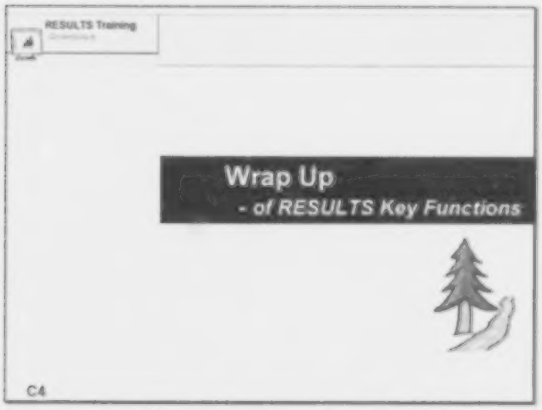
This section will give you an in-depth look at RESULTS. You will also participate in some RESULTS Activities.

	RESULTS Intro*	• RESULTS Facilitator
	Complete 2 Searches	• Guided Activity • Independent Activity
	Opening – Make minor changes	• Activity
	Activities – Make minor changes	• Guided Activity
	Request an Amendment	• Activity
	Make a Declaration	• Demo (WBT)
	Running a Report	• Activity
	Troubleshooting session	• RESULTS Facilitator
		•


RESULTS Training
RESULTS
Overview
Facilitator
November 2003
C1


RESULTS Training
Search
InBox
Openings
Data Submission
Admin
Event Tracking
Reports
C2


RESULTS Training
• Know where you are going:
☐ Coming and Going
☐ Moving between Functions
☐ Entering Search Data
–
C3


RESULTS Training
Wrap Up
- of RESULTS Key Functions
C4

Topic	Key Points	Notes
Guided Activity	**Complete 2 Searches** • Guided search and independent search ***Guided Search Licensee search for Opening using Licence number.*** **Use your data** 1. Click on Search Tab 2. Click on Opening Tenure 3. Enter Licence Number 4. Ensure Sort is by Opening Number 5. Click Search 6. View one of the openings by clicking the **Details** button **Purpose – to show how to find all of your blocks (by licensee) and to see what information is available under the Opening Inquiry field – which is screen RESULTS301 found mid-screen on the left.** **Possible use of this search – By licensees or MOF to get a listing of all blocks by a specific licence holder.** **The search uses your data** 1. Click on Search Tab 2. Click on Opening Tenures Search 3. Enter Timber Mark – found on the top section of the 'Cheatsheet' above the main table. (If in DIC choose FQ7001 if in DOS Org Unit choose FP1001 – note participant numbers 13 up are in DOS) 4. Ensure Sort By is set to Licence No. 5. Click Search 6. View results 7. View **your** opening by clicking the **Details** button **Purpose – to show how to find all of your blocks by Timber Mark.**	

Self Study Exercises 1 to 4

Exercise #1

Search for Openings where a client has Identified Disturbance Activities.

ML user will access SIL56 to search for openings in a specific licensee to view if there have been disturbance activities in a specific date range.

1. *Choose Search*
2. *Choose Opening Tenure Search to get to SIL56 Opening Tenures Search screen.*
3. *Enter your Licence No (A53812 for DIC or A49782 for DOS)*
4. *Set the Date Type to disturbance (dropdown list).*
5. *Enter the date range From: of 1996-01-01 and To: 1996-12-01 – may wish to type these in as the calendar is a bit clunky, is being revised.*
6. *Ensure Sort By is set to Opening.*
7. *Click search.*
8. *View Results – should be a list of blocks with a details and history button on the right.*
9. *View YOUR opening by clicking the details button.*
10. *Click the Activities tab to view activities for the opening.*

Purpose – To see what disturbance activities (i.e., harvesting) has been done for your licence within a specified time range – e.g., 1996. Additionally a specific block can be viewed to see the range of activities that have been done and are within the system.

Possible use of this search – Any audit group looking for specified period of harvesting to see what types of treatment regimes were used to achieve present day results.

Exercise #2

Licensee will access RESULTS301 to find an opening to view using the Licence/Cutting Permit/Block combination and add a comment.

1. *Click on Openings Tab.*
2. *Click on Opening Inquiry.*
3. *Enter Licence Number*
4. *Enter Cutting Permit*
5. *Enter Cut Block*
6. *Click on Go.*
7. *Review opening details.*
8. *Copy your Opening Id by highlighting, right click and copy, it will be used later to get to your block information.*
9. *Click on Opening Comments No or Yes link to view/enter/update comments related to an opening (RESULTS130).*

10. *Click on No or Yes link beside a Comment Type (RESULTS131).*
11. *View comments on this Comment Type if there are any. Note there are numerous comment fields by type.*
12. *Click Add New button (RESULTS132).*
13. *Enter comment text and click on Save.*
14. *Click on Back button to revert to RESULTS131.*
15. *Click on Back button to revert to RESULTS130.*
16. *Click on Back button to revert to RESULTS301*

Purpose – To view a cutting permit/block combination and allow a comment to be added to the file.

Possible use of this task – May be used by licensee to look what if any comments the MOF have put on file for the block. May be used by MoF as part of an audit or review. Licensee could populate these from their planning software if compatible.

Exercise #3

Licensee will access RESULTS320 to view the latest Forest Cover summary submitted for an opening using Opening ID.

1. *Click on Openings Tab.*
2. *Click on Forest Cover.*
3. *Past in your opening id*
4. *Click on Go.*
5. *Review Forest Cover summary details.*
6. *Click details on one of the polygons defined within this Forest Cover (e.g., polygon A).*
7. *Review Forest Cover details. scroll down to see all)*
8. *Click VCR forward button to review next polygon details.*
9. *Click Back button to return to Forest Cover summary listing.*
10. *Click on Comments: No or Yes link to view Forest Cover comments (RESULTS131).*
11. *Click on Add New to create a new comment (RESULTS132).*
12. *Enter new comment.*
13. *Click on Save.*
14. *Click on Back to return to RESULTS131.*
15. *Click Back to return to Forest Cover Summary*
16. *Click on Back to return to RESULTS320.*
17. *Click to see Forest cover maps – on the line mid screen above the table*

Purpose – To see how forest cover is reported within results coming at it from the opening ID. It also provides awareness of the Comments field and how to enter a new comment. It as well provides the link to the Forest Cover Map.

Possible use of this search – To locate forest cover information for a specific block or stratum. This could be used by practitioners, or C&E to check on status in the database, which could then be field checked.

NOTE Map does not link well to A,B,C polygon designation.

Exercise #4

Users will access RESULTS330 to view the Land Status summary for an opening using the Opening Number.

1. *Click on Openings Tab.*
2. *Click on Land Status.*
3. *Enter your Opening Number*
4. *Click on Go.*
5. *Review Land Status details.*
6. *Review Land Status details – SUCH AS – have post harvest obligations been met? Summary of land status, e.g, NP, NSR, IMM, MAT.*

Purpose – To see how land status is reported within results.

Possible use of this search – By C&E or licensee to see what post harvest obligations have or have not been met. It also provides a snapshot of the land status by block.

Topic	Key Points/Notes
Guided Activity	**Opening – Make minor changes** **Guided Activity:** ***Licensee finds opening using Timber Mark/Block and alters data*** 1. Click on Openings Tab 2. Click on Opening Inquiry 3. Enter Timber Mark 4. Enter Block 5. Click on Go 6. Create a unique Licensee Opening ID 7. Change Site Index Source to 'Site Index from Stand before Harvest' (hint use on-line Help) Select value from list. 8. Set/change Height Class. (Select value from list.) 9. Click on Save 10. Look for **Save Successful** at top 11. Click on Clear to clear out data in search criteria so you can confirm changes. 12. Enter Opening id 13. Click Go – See revised data – Choose History then Details **Purpose – To show how minor changes are made and to show the use of the naming features.** **Possible use of this function – Correcting, adding or deleting opening information.**

Independent Exercise # 5

ML user, finds opening number and alters opening data.

User will access RESULTS301 to find an opening using opening number and then make minor alterations to it. This scenario will set/change SP1, SP2, Previous Stand Type and Maximum Allowable Permanent Access.

1. *Click on Openings Tab.*
2. *Click on Opening Inquiry.*
3. *Enter opening number.*
4. *Click on Go.*
5. *Verify the content on the opening (note opening id as this will be used to confirm that changes have been made).*
6. *Set/change Previous Stand Type by selecting a Stocking Status from the dropdown list (eg. MAT).*
7. *Set/change SP1 by selecting a Species from the dropdown list.*
8. *Set/change SP2 by selecting a Species from the dropdown list.*
9. *Copy the Opening ID to be used later.*
10. *Set/change the Maximum Allowable Permanent Access %.*
11. *Click on SAVE button to update the opening.*
12. *Confirm changes by clearing out data in search criteria (click CLEAR).*
13. *Enter opening id from step 5 (Paste).*
14. *Click on Go.*
15. *Click on Event Tracking Tab*
16. *Select Opening tenure search*
17. *Use your opening id and enter into Opening id field and select Search*
18. *Select History button on the returned row*
19. *Review Event tracking History page – RESULTS610*
20. *Select details button to review actual changes*
21. *Navigate back to SIL56 by selecting back buttons twice*

Purpose – to show values that can be changed without an amendment and how the changes are tracked within the system.

Possible use of this function – Correcting basic opening information that does not require an amendment.

Topic	Key Points	Notes
Guided Activity	**Activities – Make minor changes** Licensee finds opening, alters an SU Activity **Your data** 1. Click on Openings Tab 2. Click on Activities 3. Enter your opening ID press GO 4. Verify the content on the activities 5. Click Details button for record 6. Alter the technique Code (e.g.) 7. Click Save 8. Click on Comments Yes/No link. 9. Change Type to GENERAL comment 10. Click Add New 11. Click on Save 12. Enter a new comment 13. Click Save 14. Click on Back button (3 times) Can add an activity here – simple planner **Purpose – to show what can be changed without an amendment and to show the utility of the comment boxes.** **Possible use of this search – for basic information**	

Exercise #6

User will access RESULTS315 to review activities associated to the opening and then alter a PL (PLANTING) activity.

1. *Click on Opening tab*
2. *Select Activities.*
3. *Enter your opening*
4. *Verify the content on the activities*
5. *Find the activity that has the base code = PL*
6. *Click the DETAILS button for this record (go to RESULTS317, Maintain Activity RESULTS)*
7. *Alter the planting result records by entering new area and completion date.*
8. *Save the planting activity.*

Purpose – to show an example of what can be changed without an amendment

Possible use of this search – for basic updating.

Topic	Key Points /Notes
Guided Activity	**Standards Administration and Opening Amendments** **Give participants an opportunity to search for standards** **Give participants the idea of how a standards proposal is created by either creating one from scratch or copying an existing one.** **Give participants the feel for how amendments to an opening will take place.** **Provide an explanation of what standard id and opening status are.** **Provide concept of InBox as well as the Quick Reference Cards available** **A) Standards Administration:** **MoF or ML participant searches for standards on their cheat sheet (Guided)** User will access RESULTS501 to search for the standard. *1) Click on Admin Tab.* *2) Select Standards Admin* *3) Enter standards id from your 'Cheatsheet'* *4) Click on Search* *5) View results by selecting the Detail button* *6) Review information presented* **Purpose – to show how to find a stocking standard.** **Facilitator creates a new Even Aged Standard. (Demo)** Facilitator will access RESULTS505 to create a new standard. *1. Click on ADMIN Tab.* *2. Click on Standards Admin* *3. Click on Add New button.* *4. Enter in new standard.* *5. Org Unit should be changed to DIC* *6. Enter a name that is applicable to the standard* *7. Enter an objective if it is appropriate* *8. Enter an effective date* *9. Enter an expiry date*

Topic	Key Points /Notes
	10. Click on Save button *11. Identify type of regeneration obligation standard.* *12. Enter the appropriate offset years for the selection.* *13. Specify additional standard if anything is applicable.* *14. Click on Save button* *15. Search for BGC information* *16. Enter BGC Zone/Subzone* *17. Click Search* *18. Find BGC data and select to return* *19. Click Save button* *20. Click on Single Tab* *21. Enter target well spaced* *22. Enter minimum pref well spaced* *23. Enter minimum well spaced* *24. Enter minimum/maximum post spacing density* *25. Enter height relative to comp number and appropriate measurement* *26. Click Save button* *27. Enter 1st Preferred Species (use dropdown list)* *28. Enter minimum height for preferred species* *29. Click Save button* *30. Enter 2nd Preferred Species (use dropdown list)* *31. Enter minimum height for preferred species* *32. Click Save button* *33. Enter 1st Acceptable Species (use dropdown list)* *34. Enter minimum height for acceptable species* *35. Click Save button* *36. Enter 2nd Acceptable Species (use dropdown list)* *37. Enter minimum height for acceptable species identified.* *38. Click Save button* *Click Submit button (take note of Standard ID assigned to this record)*

Topic	Key Points /Notes
	Purpose – to show how to create a new standard. **Possible use – To create a new standard for widespread use, not a one off.**

Exercise #11

Create a Standard Based on Approved Standard Using Copy Utility (Independent).

Users will access RESULTS501 to find a standard with approved status to copy and revise.

1. *Click on ADMIN Tab.*
2. *Remove TONY – add in ORG unit*
3. *Click on Standards Admin.*
4. *Enter BGC Zone (e.g., use CWH).*
5. *Choose Approve in the regime status dropdown list.*
6. *Click on Search.*
7. *Review results and click on Details button (go to RESULTS205).*
8. *Click on Copy (copies data and sends user to RESULTS505).*
9. *Make revisions (e.g., change name of standard and some other criteria like species or minimum height).*
10. *Click on Save after changes in each section.*
11. *Click on the Submit button*
12. *Note that an event tracking record is now created*

Purpose – to show how to create a new standard by modifying one already approved.

Possible use – most likely method of creating a new standard as most fields will remain similar.

B) Requesting an Opening Amendment

Guided Activity:
Licensee finds opening and does a formal amendment. 1) Make & save change; 2) Submit request, 3) facilitator emulates the SDM and rejects 4).ML changes and resubmits 5) facilitator approves.

1) ML user Creates an amendment to an opening.(Guided)

User will access RESULTS310 to find an opening using opening number and then make major alterations to it. This scenario will change the free growing early and late offsets.

1. *Click on Openings tab*
2. *Click on Stocking Standard*
3. *Enter the opening number*
4. *Click Go*
5. *Note that the status of the opening is APP and that the amendment indicator is N*
6. *Note Standard Unit you are amending*
7. *Click on the Amendment Request Button*
8. *Change the values*
9. *Click on Save button for this section*
10. *Click on Back button*
11. *Check that the status of the Opening is now AMD instead of APP. As Well, the amendment indicator is Y*
12. *Click on Inbox Tab*
13. *Click on Inbox search*
    a. *Enter the opening number*
    b. *Click on Search*
14. On resulting record, click on the Submit button (Note what happens to the record)

Purpose – to show how to amend a stocking standard within a block.

Use –to make an amendment to a standard.

Guided: Facilitator will access RESULTS56 to find the opening that has been amended. The facilitator will review the changes and reject them

1. ***Facilitator*** *Click on Event tracking tab*
2. *Click on Opening Tenure search*
3. *Enter client id*
4. *Click on Search button*
5. *Click on history button for the selected opening (takes user to RESULTS610)*
6. *Review history of changes made (the event list should include status changes and updates)*
7. *Click on Details button by the update events (takes user to RESULTS615)*
8. *Review changes to this opening*
9. *Click on InBox tab again*
10. *Click on InBox search*
11. *Click on SUB status from status dropdown list*
12. *Click on Search button*
13. *Find opening that has been submitted*
14. *Click on Details button*
15. *Review the opening details*
16. *Click on Opening Inquiry tab*
17. *Click on Back button(goes back to RESULTS201)*
18. *Click the REJECT button(Note the change to the status)*
19. *(In production an e-mail will go to the licensee)*
    a. *ML will now use the Opening inquiry to search for their opening, amend the revise the offset values, i.e. Early offset is too early*
    b. *ML will then re-submit through InBox*
20. ***Facilitator*** *will now Click on Inbox*
21. *Click on Inbox search*
22. *Repeat steps (9-17) and then select Approve*

Purpose – to show how to track a block that has been amended and how it becomes approved

Possible use – to get amendments approved. Licensees will be using this or their planner to perform this task.

Topic	Key Points / Notes
Demo	**Make a Declaration** See the WBT simulation to show how declarations are made by inserting the date. Use the simulation from the Web-based Training tool (RESULTS Quick Start Tutorial) at page below. Find "Show Me" icon near bottom of page. The WBT contains simulations for most of the tasks in the Web-based Training tool. http://www.for.gov.bc.ca/his/results/tutorial/htm/mile/mile_declarehow.htm Licensees will now do their own declarations, Currently only the individual who made the declaration can change the data, or the RESULTS system administrator can Submit to the BASS support center and they will get it done for you if you are not the one that 'set' the milestone.

Exercise #12

ML user finds opening via opening number to make milestone declaration (Independent).

Users will access RESULTS325 to declare that a milestone objective has been met and enter a comment about the declaration. User will find the opening number

1. *Click on Opening Tab.*
2. *Click on Milestones*
3. *Enter your opening number*
4. *Click on Go*
5. *Review milestone SU*
6. *Click Update button on the SU that you want to identify as being declared.*
7. *Enter the declaration date*
8. *Click save button*
9. *Do the same process to declare another SU*
10. *Click on CMT link for this milestone record(takes user to RESULTS131)*
11. *Click on Add New button(takes user to RESULTS132)*
12. *Enter comment*
13. *Click Save button*
14. *Click Back button twice*

Purpose – to show how to create a declaration milestone

Use – all those responsible for declaring milestones will either submit it here or through ESF.

Exercise #13

ML user finds opening via opening number to undeclare milestone declaration (Independent).

Users will access RESULTS325 to reverse a declaration that a milestone objective has been met and enter a comment about the reversal declaration. User will find the opening number

1. *Click on Opening Tab.*
2. *Click on Milestones*
3. *Enter your opening number*
4. *Click on Go*
5. *Review milestone SU*
6. *Click Update button on the SU that you want to identify as being declared.*
7. *Clear out the declaration date*

8. *Click save button*
9. *Click on CMT link for this milestone record (takes user to RESULTS131)*
10. *Click on Add New button (takes user to RESULTS132)*
11. *Enter comment*
12. *Click Save button*
13. *Click Back button*
14. *Click Back button*

Purpose – to show how to undeclare a milestone.

Use – changing declarations that were done in error.

Topic	Key Points	Notes
Activity	**Running a report** See also the tutorial Two types of reports are available ISIS database and RESULTS database. MS EXCEL reports are available for RESULTS and ISIS type downloads	

Topic	Key Points	Notes
Q&A	**Troubleshooting, tips & tricks for RESULTS** **Tip/Error Message** **What it means** Tip: Error messages appear on the top of the screen. Make sure to scroll up to see the message. Tip If you are creating a standard, the screen has several sections with Save buttons in them. You must save in each section. Otherwise the part you didn't save won't change. Tip If Ministry staff are trying to see all the information related to a client Empty the district field.	

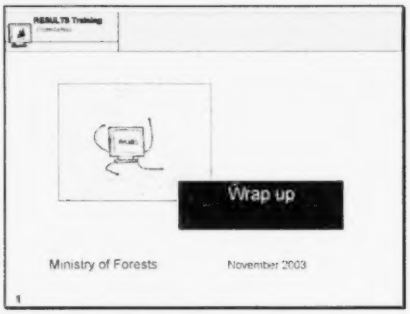
Question & Answer

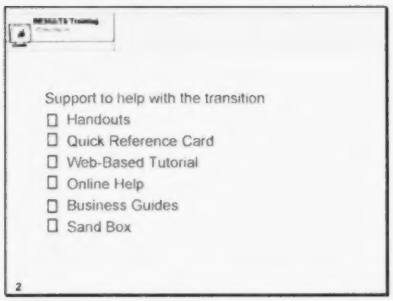
Presenter(s): RESULTS Facilitator and Resource Person

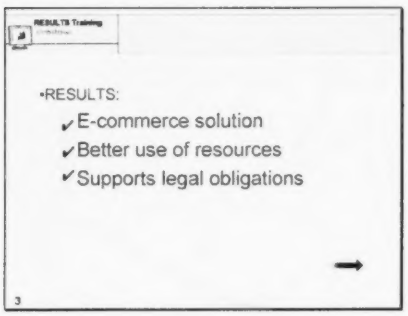
Est. Time: 15 mins

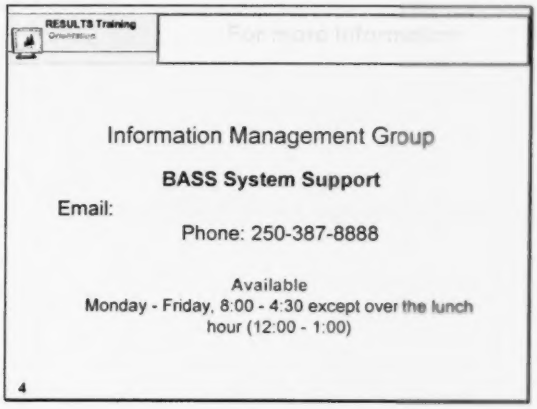
•

Topic	Key Points
Live Q&A with Resource Person OPTIONAL Wrap-up - 	


RESULTS Training
Wrap up
Ministry of Forests
November 2003
1


RESULTS Training
Support to help with the transition
Handouts
Quick Reference Card
Web-Based Tutorial
Online Help
Business Guides
Sand Box
2


RESULTS Training
•RESULTS:
✔E-commerce solution
✔Better use of resources
✔Supports legal obligations
3



- Please remember to complete evaluation form & logout.

Thank you for participating in this Orientation session!

Appendices

Appendix A	Resources
Appendix B	Handouts

Appendix A – Resources

ESF – http://www.for.gov.bc.ca/his/esf/ ESF resource web page

MapView - RESULTS includes a live link to MapView. To learn more about MapView, click this link and read the tutorial http://gww.for.gov.bc.ca/mof/mapview.htm. *Please be advised you require a User name and Password to access this site.*

- RESULTS: http://www.for.gov.bc.ca/his/results/
- WBT: http://www.for.gov.bc.ca/his/results/tutorial/ (RESULTS Quick Start Tutorial)
- CRS: http://extranet3.for.gov.bc.ca/crsrm/ web based reporting
- E-FM: http://www.for.gov.bc.ca/his/esd/

Other Website Resources:

- MOF Online Glossary Ministry of Forests Main Glossary: http://www.for.gov.bc.ca/hfd/library/documents/glossary/
- Forest and Range Practices Act http://www.for.gov.bc.ca/code/
- Reference Guide for Forest Development Plan Stocking Standards (FRPA)

  The Reference Guide for Forest Development Plan Stocking Standards provides information on how to amend a Forest development Plan to include Stocking Standards. By clicking on the following link you can also access a PowerPoint presentation - Summary for silviculture under FRPA. http://www.for.gov.bc.ca/hfp/forsite/stocking_stds.htm
- Forest Practices Code Transition Training

  The Forest Practices Code Transition Training information is found at the following URL. It also contains a Q&A webpage where you can send questions related to silviculture reporting. http://216.210.103.125/

Support:

If you are having business or technical difficulties with the RESULTS tutorial, application or on-line help you should contact:

Ministry of Forests
Information Management Group
Business Application Services Section (BASS) Systems Support

Email: FORHISP.APPHELP@gems5.gov.bc.ca
Phone: 250-387-8888**Available**
Monday - Friday, 8:00 - 4:30 except over the lunch hour (12:00 - 1:00)

Appendix B - Handouts

Participants 'Cheatsheet' – ML

Client Number: 00016954

Client Acronym: TONY

Password: Results

Client Name: TONYS ENTERPRISES LTD

Timbermark: FQ7001 for A53812, FP1001 for A49782

Participant Number	Userid	District	Opening Number	Licence No	CP	BLK	XMLFile	Standards id
1	RESULTSLIC01	DIC	92L 012 0.0 T01	A53812	1	1	Training 92L012 TR01.xml	8
2	RESULTSLIC02	DIC	92L 012 0.0 T02	A53812	1	2	Training 92L012 TR02.xml	14
3	RESULTSLIC03	DIC	92L 012 0.0 T03	A53812	1	3	Training 92L012 TR03.xml	15
4	RESULTSLIC04	DIC	92L 012 0.0 T04	A53812	1	4	Training 92L012 TR04.xml	16
5	RESULTSLIC05	DIC	92L 012 0.0 T05	A53812	1	5	Training 92L012 TR05.xml	17
6	RESULTSLIC06	DIC	92L 012 0.0 T06	A53812	1	6	Training 92L012 TR06.xml	18
7	RESULTSLIC07	DIC	92L 012 0.0 T07	A53812	1	7	Training 92L012 TR07.xml	19
8	RESULTSLIC08	DIC	92L 012 0.0 T08	A53812	1	8	Training 92L012 TR08.xml	20
9	RESULTSLIC09	DIC	92L 012 0.0 T09	A53812	1	9	Training 92L012 TR09.xml	21
10	RESULTSLIC10	DIC	92L 012 0.0 T10	A53812	1	10	Training 92L012 TR10.xml	22
11	RESULTSLIC11	DIC	92L 012 0.0 T11	A53812	1	11	Training 92L012 TR11.xml	23
12	RESULTSLIC12	DIC	92L 012 0.0 T12	A53812	1	12	Training 92L012 TR12.xml	24
13	RESULTSLIC13	DOS	82E 075 0.0 T13	A49782	1	13	Training 92L012 TR13.xml	10
14	RESULTSLIC14	DOS	82E 075 0.0 T14	A49782	1	14	Training 92L012 TR14.xml	11
15	RESULTSLIC15	DOS	82E 075 0.0 T15	A49782	1	15	Training 92L012 TR15.xml	12
16	RESULTSLIC16	DOS	82E 075 0.0 T16	A49782	1	16	Training 92L012 TR16.xml	13
17	RESULTSLIC17	DOS	82E 075 0.0 T17	A49782	1	17	Training 92L012 TR17.xml	257
18	RESULTSLIC18	DOS	82E 075 0.0 T18	A49782	1	18	Training 92L012 TR18.xml	258
19	RESULTSLIC19	DOS	82E 075 0.0 T19	A49782	1	19	Training 92L012 TR19.xml	259
20	RESULTSLIC20	DOS	82E 075 0.0 T20	A49782	1	20	Training 92L012 TR20.xml	260
21	RESULTSLIC21	DOS	82E 075 0.0 T21	A49782	1	21	Training 92L012 TR21.xml	261
22	RESULTSLIC22	DOS	82E 075 0.0 T22	A49782	1	22	Training 92L012 TR22.xml	262
23	RESULTSLIC23	DOS	82E 075 0.0 T23	A49782	1	23	Training 92L012 TR23.xml	263
24	RESULTSLIC24	DOS	82E 075 0.0 T24	A49782	1	24	Training 92L012 TR24.xml	264

RESULTS Orientation Training Evaluation

Training Location:

Training Date:

Trainers:

Name of Student:

_____

E-Mail Address: _____

Overall how has this training met your needs as an overview of RESULTS and the ESF.	Poor 1 2	Adequate 3 4	Good 5 6
What did you like?			
What didn't you like?			

What other training on this topic would you suggest if any?

_____

_____

_____

General Comments:

_____

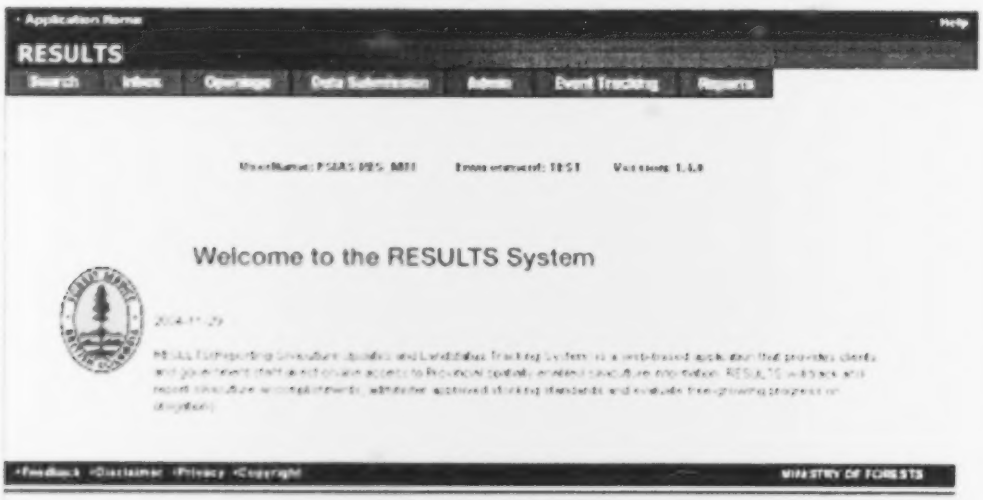
_____

_____

November 30, 2004 DRAFT

RESULTS Version 1.4.0

Updates, Amendments and Milestone Declarations



A backgrounder to the LearnLinc sessions
(December 2004 and January 2005)
DRAFT

Prepared by Symmetree Consulting Group Ltd.
For Ministry of Forests, Information Management Group
November 2004

Table of Contents

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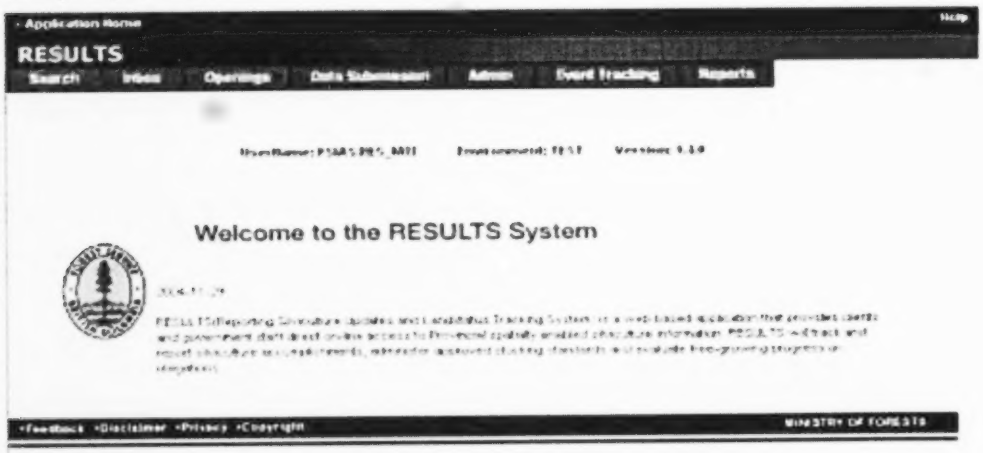
Background

This document is meant as a companion document to LearnLinc RESULTS training on Amendments and Declarations. It was originally created to provide guidance for RESULTS version 1.3.5 and has been updated to take into account modifications to date. The material is somewhat time sensitive as the Forest and Range Practices Act will enable changes to the administration of stocking standards that could affect the amendment process. The materials here are based on the present situation and do not cover potential changes brought about by FRPA.

Steps for updating an opening:

Updating is meant to allow minor changes in the RESULTS database to correct or update incorrect or out of date information. If information is deemed inaccurate an update may be the route to take. If the issue is spatial or has to do with modification of a standard, an amendment may be required. What follows are the steps to update an opening.

To begin, Log onto RESULTS, the following screen will appear. You will need to have the appropriate ID and authorization (RESULTS Update for minor changes, RESULTS Declaration or Approval for those activities). See http://www.for.gov.bc.ca/his/results on how to obtain access. See also the Quick Reference Card in Appendix 1 for tips on Navigating Results.



Select the opening that requires updating by:

Choose the Openings tab in the drop down menu choose **Opening Inquiry**

To bring up the block information you will need to use as a minimum one of:

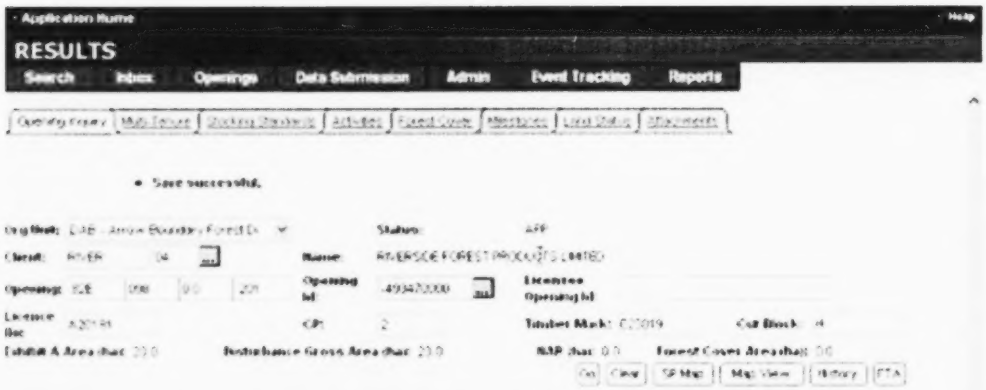
- Opening (map sheet and unique opening number);
- Opening ID (unique opening number provided by the system);
- Timber Mark / Cut Block;
- Licensee Opening ID / Client Number/Location; or
- Licence No / CP / Cut Block.

If the information entered is found the associated **RESULTS301 – Opening Inquiry** screen will appear with basic administrative and previous stand information.

Note – the proper Org Unit must be in place for the block information to be found.

If known to be incorrect, certain fields can be updated without going through an amendment procedure or without resubmitting through the Electronic Submission Framework (ESF), that is fields that have no spatial impact (they are found within boxes). To update, simply place the cursor in the box to be modified and make the changes. Once all of the changes have been made and visually checked over, press the Save button found at the bottom of the screen. You will not see any obvious changes to the fields that you modified other than they now have the new updated information within the boxes. Once saved the screen will return to the top and you will note that the status of the block did not change from APP or Approved status.

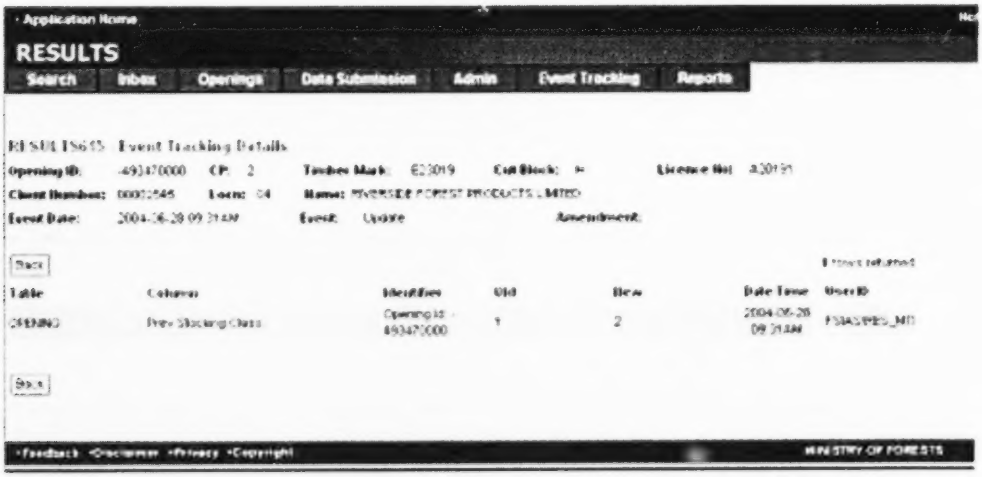
- Save successful. Is shown below the tabs as shown below.



Note – when using the wheel on your mouse in fields with multiple options, the wheel will continue to modify the selection (when spun) until the cursor is removed from that field and clicked elsewhere. This is one good reason to check your changes to be sure a wheel error did not occur.

To review what was done you can choose the History button on the top/middle of the screen, this will take you to the **RESULTS610 – Event Tracking History** screen, and there you will see under Event a hyperlink to Update.

To observe the changes click on the Update link and it will take you to **RESULTS615 – Event Tracking Details.**



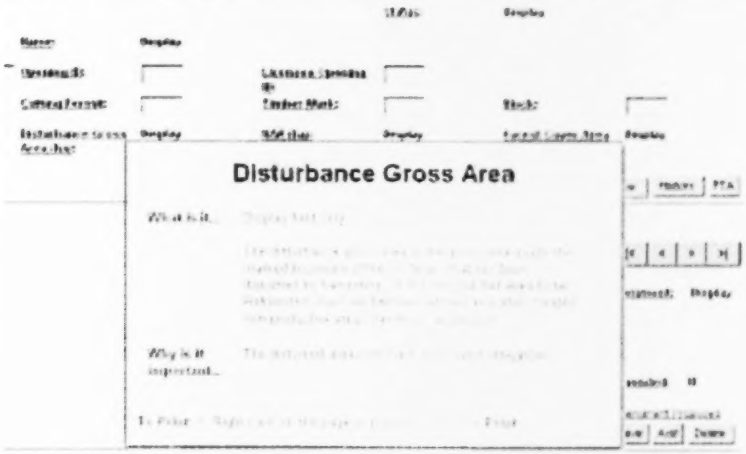
You will then see what changes have been made, when and by whom (their User ID). If there is more than one Update the most recent is at the top. Use the Back button twice to get back to the **RESULTS301 – Opening Inquiry screen.**

HELP!

Application Home
Help
RESULTS
Search
Inbox
Openings
Data Submission
Admin
Event Tracking
Reports
Stocking Standards (RESULTS310)
How:
Outcome:
How To:
View Stocking Standards
Enter one of:
Opening
Opening ID
Timber Mark/Cut Block
Licensee Opening ID/Client Number/Location or
Licence No/CP/Cut Block
Click the Go button in the header area. The results will be displayed at the bottom of the screen.
Update a Standard Unit
Recall a record, using the inquiry method above.
Navigate to the desired standard unit.
Make the desired changes. Changes can be saved for the following:
Standard Unit
Net Area To Be Reforested
BGC information
Site Series and Type
Standards ID (if the Approved Date is earlier than December 17, 2002 or if the Retire date is before the current year and month)

Remember to use your Help LINK found on the top right of the various RESULTS screens. Each time Help is chosen it will provide an overview of the Use, Outcome expected and How to create the outcome. The above example is for the outcome of updating stocking standards.

At the bottom of each Help display is a copy of the RESULTS screen with hypertext links to definitions or explanations for each field. For example Disturbance Gross Area.



For further information see the web based tutorial at:
http://www.for.gov.bc.ca/his/results/tutorial/htm/openings/op_amintro.htm

The following is an example from that tutorial:

Minor Changes

Once you locate your opening in RESULTS, you can make some minor changes to the information on the main screen without having to make an actual amendment request. The fields you can make these changes to will depend on your security level, but may include:

- Opening category
- Previous stand type (timber stand)
- Biogeoclimatic information
- Maximum soil disturbance percentage
- Comments

If you are not making minor changes or requesting an amendment, click on the **Data Submission** tab to quickly access it and upload other changes.

This information can only be altered by users who hold the opening and have the proper security privileges.

How?

Checklist For Making Minor Changes

Step 1: Locate The Opening

Step 2: Update The Information And Save

If all else fails and you still need help, email your question to

Application Help at **FORHISP.APPHELP@gems5.gov.bc.ca**

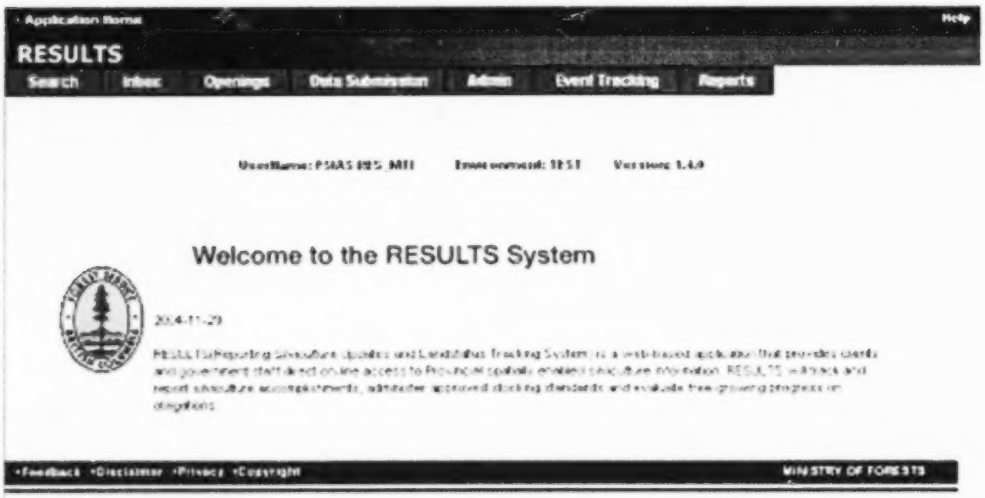
Or call

Information Management Group
Business Application Services
(250) 387-8888

Steps for Amending Standards in an opening[1]:

For blocks that were harvested under the authority of a Silviculture Prescription there is presently a requirement to go through an amendment process for modifying stocking standards. The process on line is as follows:

Log on to RESULTS



Choose the Openings tab, in the drop down menu choose **Stocking Standards,** this is what you will see:

[1] Amendments are required for blocks harvested under Silviculture Prescriptions. Blocks harvested under Site Plans do not require amendments to the stocking standards if approved regimes suited to the SU situation and circumstances are used.

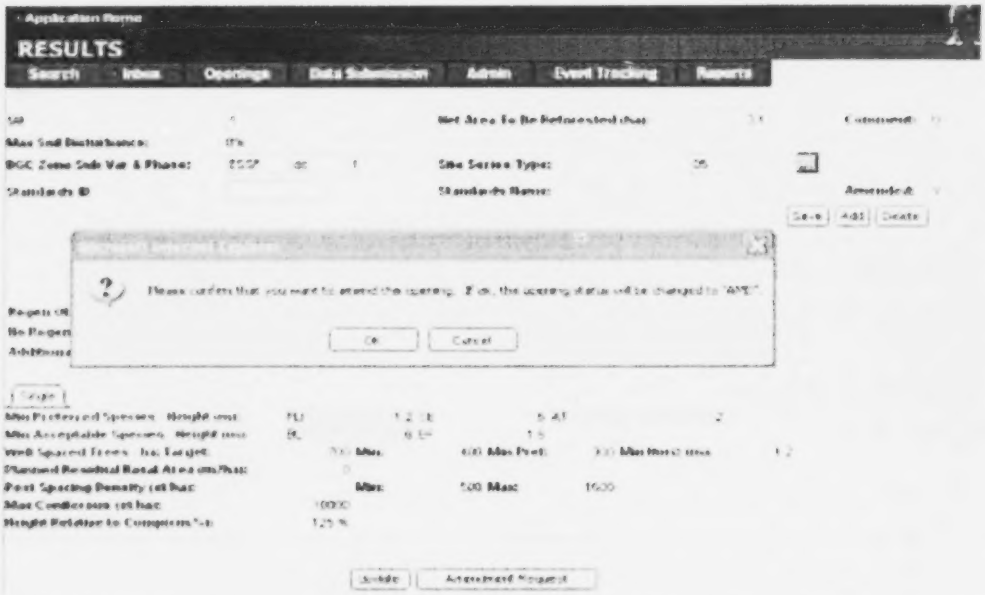
To bring up the block information you will need to use as a minimum one of: Opening; Opening ID; Timber Mark/Cut Block; Licensee Opening ID/Client Number/Location; or Licence No / CP / Cut Block.

If the information entered is found the associated **RESULTS310 – Stocking Standards** screen will appear with basic administrative and previous stand information in the fields below. Remember your Org Unit must be appropriate for the associated block.

Where an amendment to a stocking standard is desired due to modified circumstances an amendment may be requested. Amendments requests are reviewed by the District Manager to ensure the standards meet the intent of higher level plans and general sustainability objectives.

To request an amendment simply click on the Amendment Request button found at the bottom of the screen as shown above.

Note there is also a button available for Update *– used for updates and for Approved Variations of Regimes within Forest Stewardship Plans.*

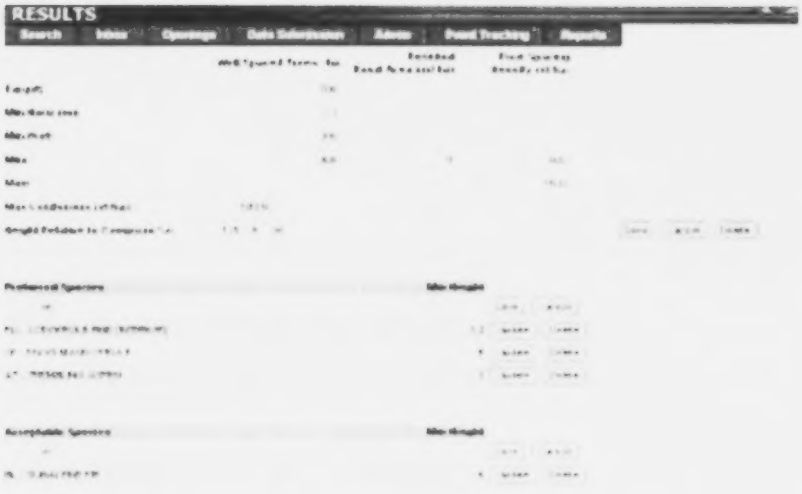


Once you press the Request Amendment button you will see a dialogue box that asks you to confirm that you wish to amend the opening. It also points out that the opening status will be changed to AMD (Amended).

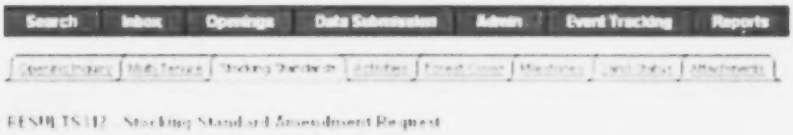
Choose OK. The RESULTS312 - Stocking Standard Amendment Request screen is activated, scroll down to find the area you wish to change.

Example amendment – upgrading an Acceptable species to Preferred

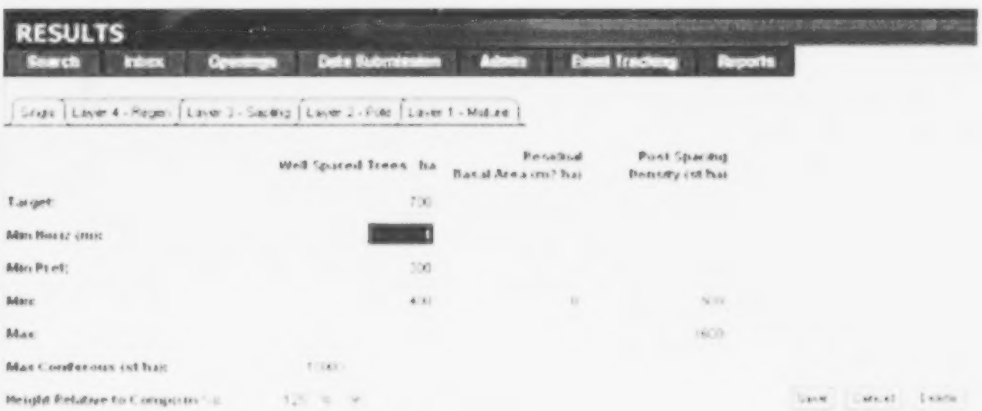
For this example, you are asking the MoF to approve an amendment moving an acceptable species (Bl) to preferred.



Changes to standards are made by Standards Unit. In this case there is only one SU (shown as 1 of 1 on the top right of the screen).



For this example you wish to amend the SU to add another Preferred species and reduce the minimum intertree distance to address an issue of higher water tables due to beaver damming. For example, Bl was considered as an Acceptable species in the original Silviculture Prescription and is now being proposed as Preferred with a change of the minimum intertree distance from 1.2 to 1.0 m. Changes must be made section-by-section and SAVED by section. If a change is made in one section, for example the MITD is modified but not saved prior to moving on to the species section, the modified information will not be saved. Therefore for this example the first step is to change the MITD from 1.2 to 1.0 and choose Save.

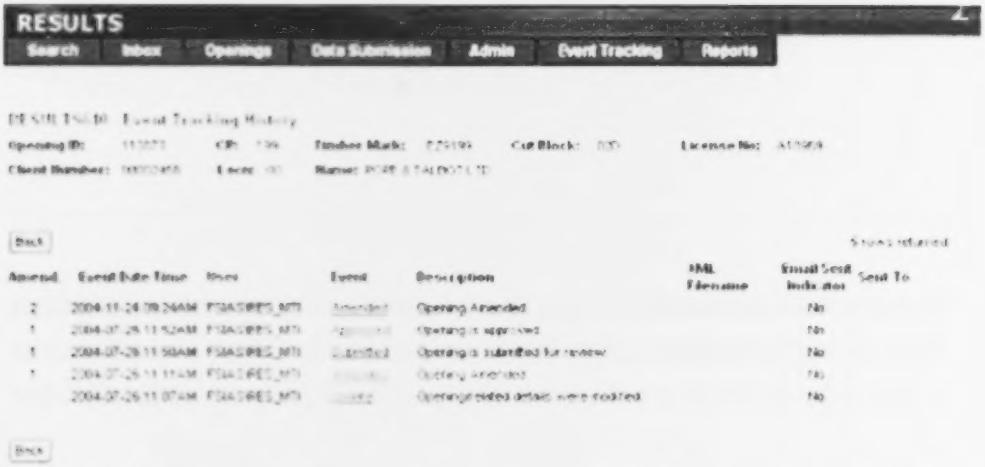


The modified field now has a RED background.

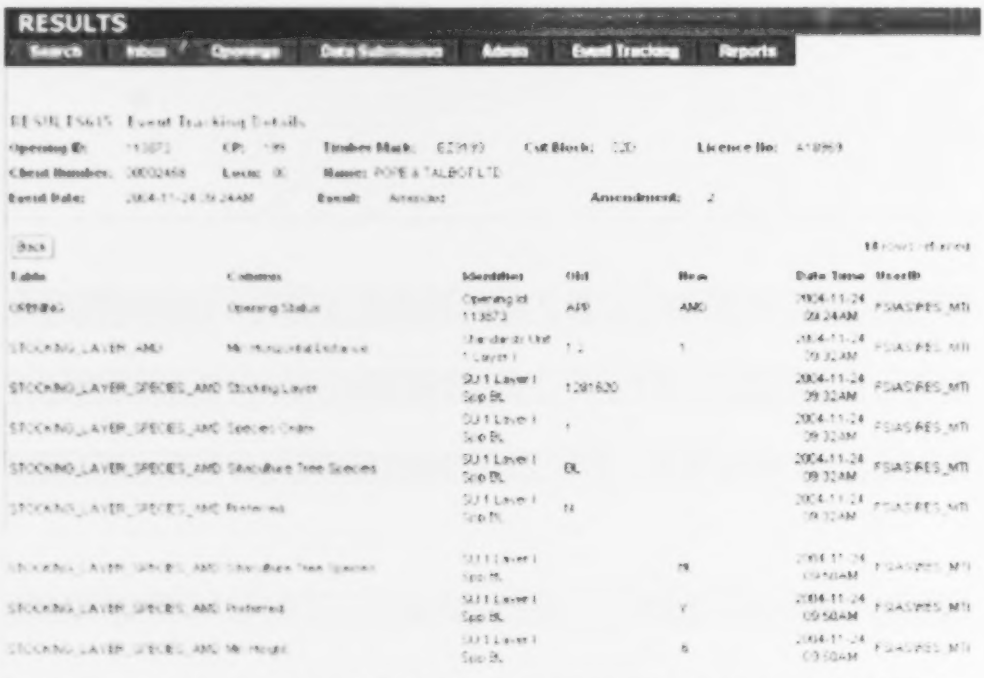
Step 2. When elevating a species from Acceptable to Preferred you must first delete it from acceptable as it can not be both acceptable and preferred at the same time for the same SU.

Delete BI from the Acceptable list, once deleted it does not show up on the screen (the deletion is found in the History record with BL in the Old column and nothing in the New column, you will see that there is a row for preferred (or not), in your case it will read N. You then choose BI in the drop down list for preferred, you will also have to add in the appropriate minimum height. The new species and height are shown as RED text.

To review what was done you can choose the History button on the top/middle of the screen, this will take you to the **RESULTS610 – Event Tracking History** screen,



In this example you will note there are a number of Events recorded here. For the most recent there you will see under Event Amended – as a hyperlink.- click on the link and it will take you to **RESULTS615 – Event Tracking Details**. Here are some of the changes seen on a single screen, note the most recent changes are lowest on the screen.



You will then see what changes have been made, when and by whom. Use the Back button twice to get back to the **RESULTS312 – Stocking Amendment Request** screen. At this time you may notice that you did not provide a rationale, this should be provided as a rationale will help the statutory decision maker when deciding on approving or rejecting the request.

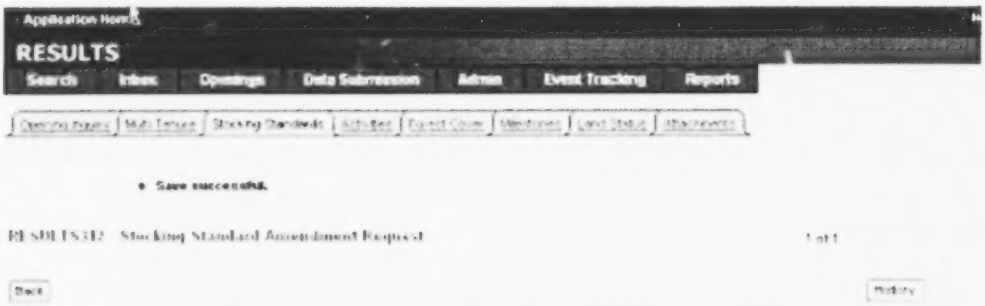
Amendment Rationale

This Standards Unit has been partially flooded due to Beaver activity in the nearby stream. Natural Bl is found on site. It was previously considered an Acceptable species. The Bl on site are doing well and due to its tolerance of flooding we request the status of Bl be modified to Preferred. To address the variability of good growing sites we request an amendment to the MITD from 1.2 to 1.0 m. We have also attached a pdf file with photographs of the block for your consideration.

Save

Back | Delete Amendment Request

Remember to Save as you go. The **Save successful** reminder will appear at the top of the screen after saving.



Once you are satisfied that you have made the desired changes and rationale it is time to submit the amendment. To do this you use the Back button once, this takes you to RESULTS 310 Stocking Standards screen. At the bottom of the screen you will find the Submit Amendment request button. Click on it to submit.

You will note that the RESULTS310 - Stocking Standards screen does not yet show the proposed changes, if approved it will.

On the top right portion of the RESULTS310 screen there is a new hyperlink Amendment Proposed, if that is chosen it takes you back to the RESULTS 312 screen that shows the highlighted changes and rationale. Once the changes have been submitted, you will get a Save successful message. The Submit Amendment button will be deactivated.

Attachments

To provide an attachment choose Attachments from the TAB section. Any form of file can be attached, but the smaller the file the faster it will up and downloaded. Attach your map here showing the changes made (pdf versions work well). This map will replace the paper copy formerly provided and will be used as a reference for the amended areas. In some cases text or photos may be attached. To limit file size photos can be pasted into

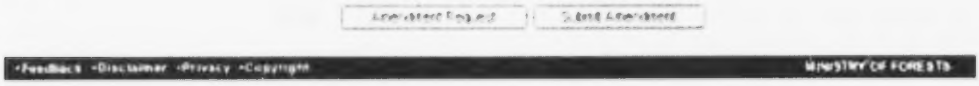
Word files and saved as pdf files (depending upon the version of Acrobat, save the file as either as screen optimized or choose reduced file size in later versions).

The original search will show **no records found**, as there were no previous attachments to this block.

You can use the Browse button to find the file you wish to attach then choose Save. This step may take a few minutes depending upon the file size and connection speed to the Internet.

Once saved the above screen RESULTS401 – Attachments, indicates the file name and a description of the file. The description is a necessary field. You have three options with the file, Update, which allows you to modify the description, Delete, which allows deletion of the file and description and View opens the file. You can then save it to a location that you can readily relocate.

To submit the amendment return to the RESULTS310 - Stocking Standards screen (back on from the Attachment screen). Choose Submit Amendment at the bottom of the screen.



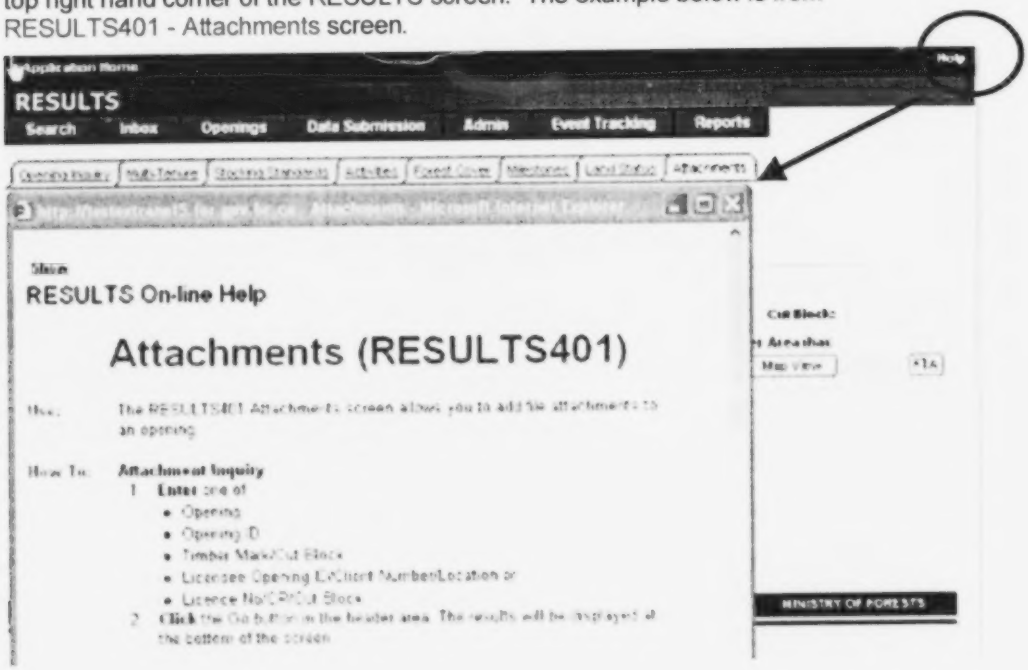
Once the Submit Amendment button is clicked the amendment has been submitted. Save Successful will be shown at the top and the status will be changed to SUB.

- **Save successful.**

Org Unit: DAB - Arrow Boundary Forest Di **Status:** SUB

The MoF is now responsible for reviewing the submission and either accepting or rejecting it. The next section goes over the steps the MoF follow in this procedure.

HELP! Additional Help information can be found by choosing the Help tab on the top right hand corner of the RESULTS screen. The example below is from RESULTS401 - Attachments screen.



For further information see the web based tutorial at:

http://www.for.gov.bc.ca/his/results/tutorial/htm/openings/op_amtips.htm

Some tips from that site:

Tips & Troubleshooting

To save time later, consider using these tips and suggestions.

Tips

- When putting together your amendment request, remember that you must click the **Save** button in each section you make changes to! You can always tell if you saved a section, because the requested changes are highlighted for easy reference: new items appear in red text, and changed fields have white text on a red background.
- Most of the tabs in the RESULTS application take you to a screen that displays administrative information. Some of the fields will be automatically populated with your information based on security privileges. By adding in additional information, you can run a query that allows you to complete your task. This is exactly what you do to bring up the opening you want through **Opening Inquiry** in order to make minor changes.
- To save time, double check everything before clicking the **Submit** button to send the amendment request. If you happened to make an error, you will have to wait for that request to be approved or rejected; you cannot request another amendment for that opening while you already have one submitted.
- Be sure to check whether your standing standard amendment request has **single** or **multiple** layers. If it has multiple layers, you will need to make these additional entries by opening up the layers tabs.

REMEMBER If all else fails and you still need help, email your question to

Application Help at **FORHISP.APPHELP@gems5.gov.bc.ca**

Or call

Information Management Group
Business Application Services
(250) 387-8888

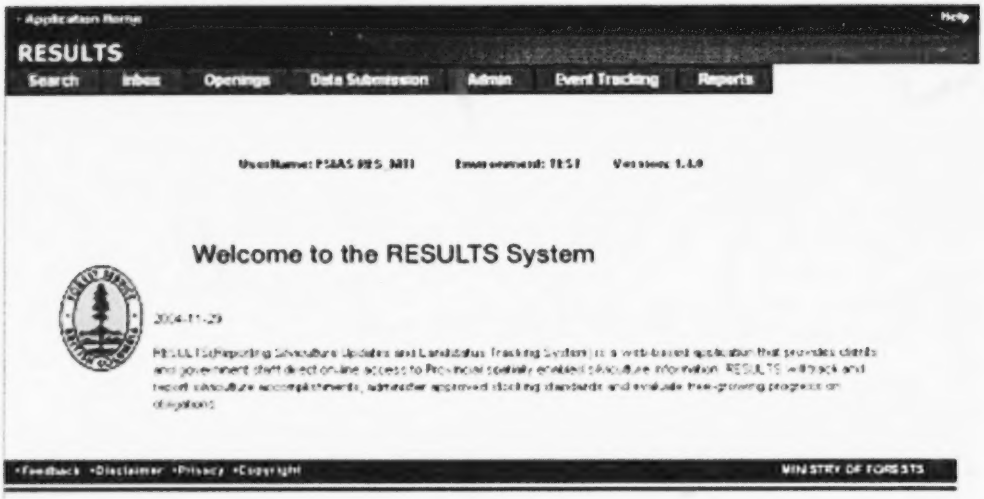
MoF Approval Procedure.

Approval for Amendment requests on Silviculture Prescription blocks is made by the District Manager.

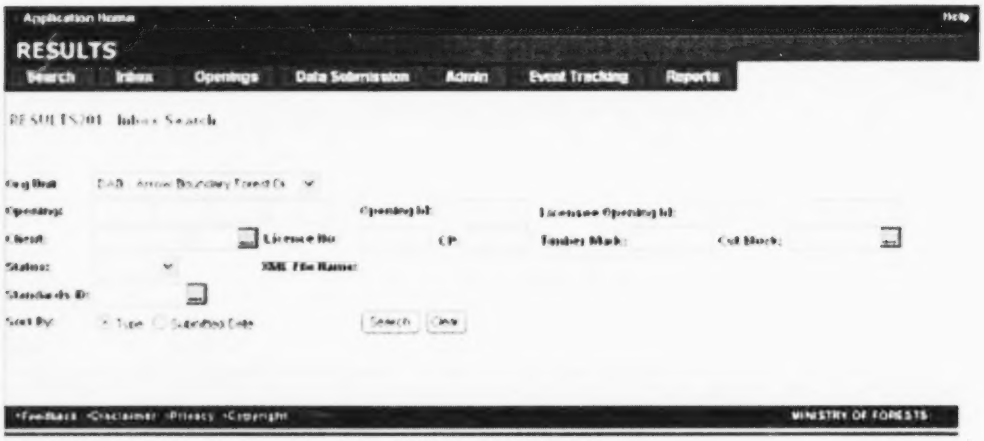
Note that changes to Standards Units for blocks harvested under Site Plans, changes to approved Silviculture Regimes suited to the situation and circumstance of the SU can be made without going through the amendment process.

The following outlines the steps taken to locate and assess the proposed amendment.

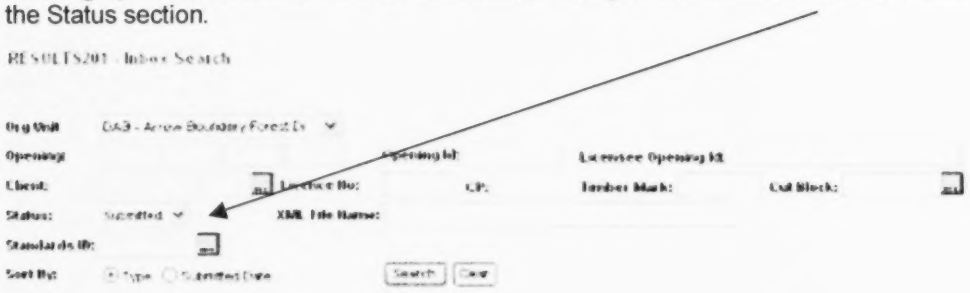
To begin, Log onto RESULTS, the following screen will appear (note the version will be a production not a test version as shown here).



Go to the Inbox tab, from the drop down menu select Inbox Search this will bring up the RESULTS201 – Inbox Search screen.

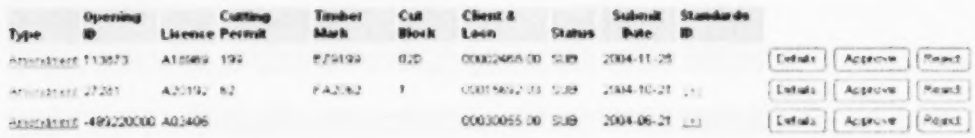


To bring up the block information for all submitted files you can choose Submitted under the Status section.



Note: If you are interested in assessing a specific block you will need to use as a minimum one of: Opening; Opening ID; Timber Mark/Cut Block; Licensee Opening ID/Client Number/Location; or Licence No / Cut Block.

Choose Search

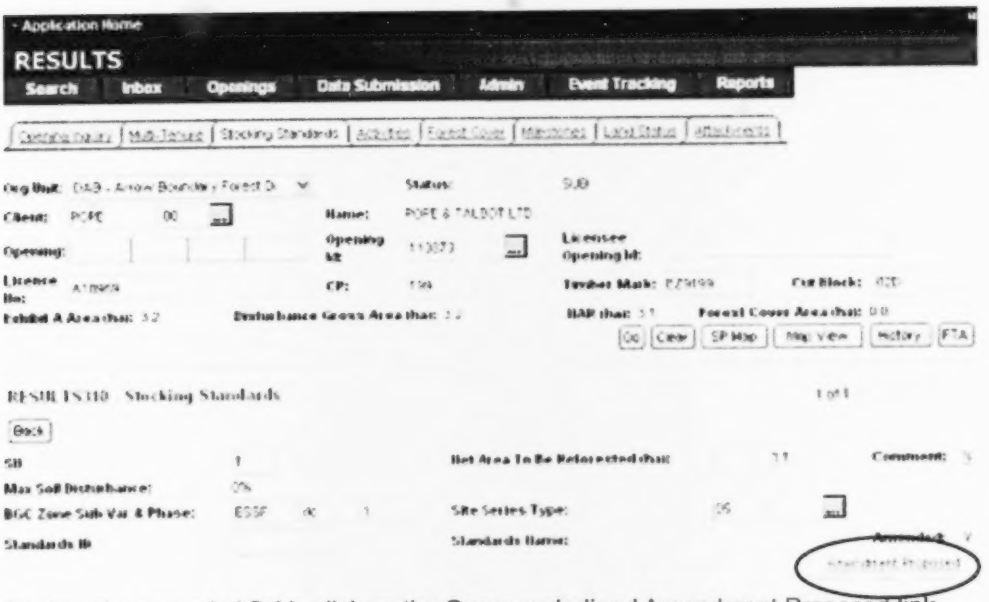


The above information came up. Three amendment applications are in the Inbox. To determine the one you are interested in you must know one of the locators such as Opening ID, License CP, etc.

Note: Those with Approval Authority can approve the amendment by simply clicking on the Approve tab. The recommended steps are to review the changes as described below prior to making that step.

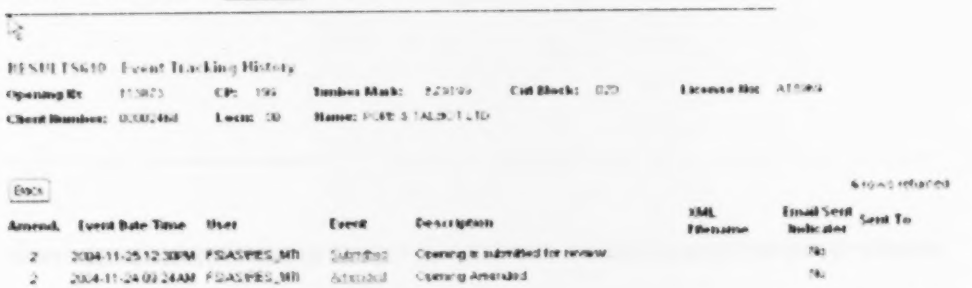
In most cases the Details button will be chosen to see the submitted amendment.

By choosing Details you are taken to the RESULTS 310 – Stocking Standards screen.



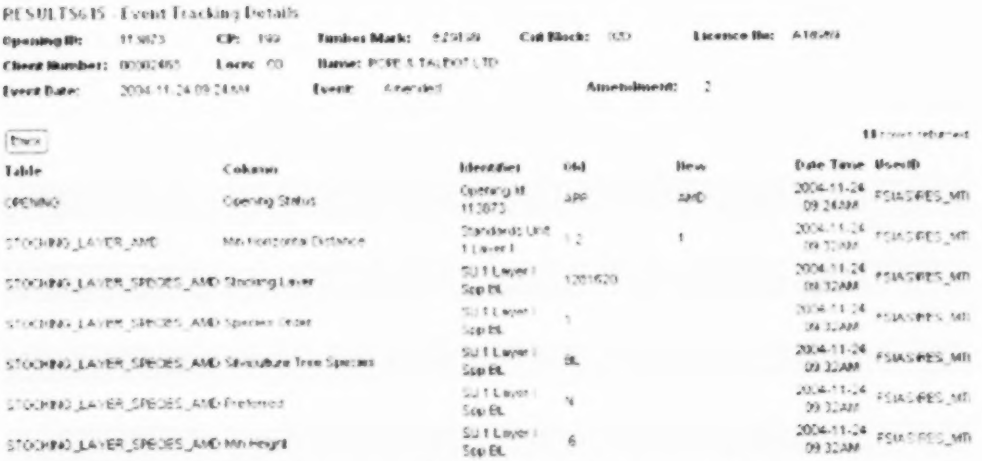
To view the amended fields click on the Green underlined Amendment Proposed link.

Once chosen the link will take you to the RESULTS 312 Stocking Standard Amendment Request screen that has the changes highlighted in RED. This screen however does not show the previous values or any fields that have been deleted. To see that information use the History button.



You will see the various Events for the block. The Submitted hyperlink shows only that the block status went from APP (approved) to SUB (submitted).

To view the details of what has been changed from what, click on the Amended hyperlink, this shows all the previous values and what the new values are.


RESULTS615 - Event Tracking Details

Opening ID: 113673 CP: 199 Timber Mark: 624199 Cut Block: 000 Licence No: A16969

Client Number: 00002465 Loco: 00 Name: PORT S TALBOT LTD

Event Date: 2004-11-24 09:28AM Event: Amended Amendment: 2

Back

Table	Column	Identifier	Old	New	Date Time	UserID
OPENING	Opening Status	Opening Id 113673	APP	AMD	2004-11-24 09:28AM	PSIASRES_MTI
STOCKING_LAYER_AMD	Min Horizontal Distance	Standards Unit 1 Layer I	1.2	1	2004-11-24 09:32AM	PSIASRES_MTI
STOCKING_LAYER_SPECIES_AMD	Stocking Layer	SU 1 Layer I Sp# BL	1201620		2004-11-24 09:32AM	PSIASRES_MTI
STOCKING_LAYER_SPECIES_AMD	Species Order	SU 1 Layer I Sp# BL	1		2004-11-24 09:32AM	PSIASRES_MTI
STOCKING_LAYER_SPECIES_AMD	Silviculture Tree Species	SU 1 Layer I Sp# BL	BL		2004-11-24 09:32AM	PSIASRES_MTI
STOCKING_LAYER_SPECIES_AMD	Preferred	SU 1 Layer I Sp# BL	N		2004-11-24 09:32AM	PSIASRES_MTI
STOCKING_LAYER_SPECIES_AMD	Min Height	SU 1 Layer I Sp# BL	6		2004-11-24 09:32AM	PSIASRES_MTI

The event tracking screen is set up with columns including two columns one for Old information and one for New. Each row constitutes a change. Some rows are more connotative than others. As is shown above row one under Old shows APP (approved) with AMD (amendment requested) under New, row two shows the proposed change in MITD from 1.2 to 1 m. The third and fourth rows are administrative and are not connotative. Row five shows BL was removed, and Row six shows that it was N to preferred, thus removed as an Acceptable species. Row seven shows that the Min Height was also removed when BL was removed from Acceptable. Other rows showing the addition of BL to preferred are below and not shown here.

Once the history has been reviewed, use the Back button twice to go back to RESULTS312 - Stocking Standard Amendment Request screen, where the rationale is found.

Once the history and rationale have been reviewed the DM can turn their attention on making a choice on accepting or rejecting the amendment request.

They must choose the Back button twice to get back to the RESULTS201– Inbox Search screen.

RESULTS201 - Inbox Search

Org Unit: DAR - Arrow Boundary Forest Dist

Opening: Opening Id: Licensee Opening Id:

Client: Licensee Loc: CP: Timber Mark: Cut Block:

Status: Submitted XML File Name:

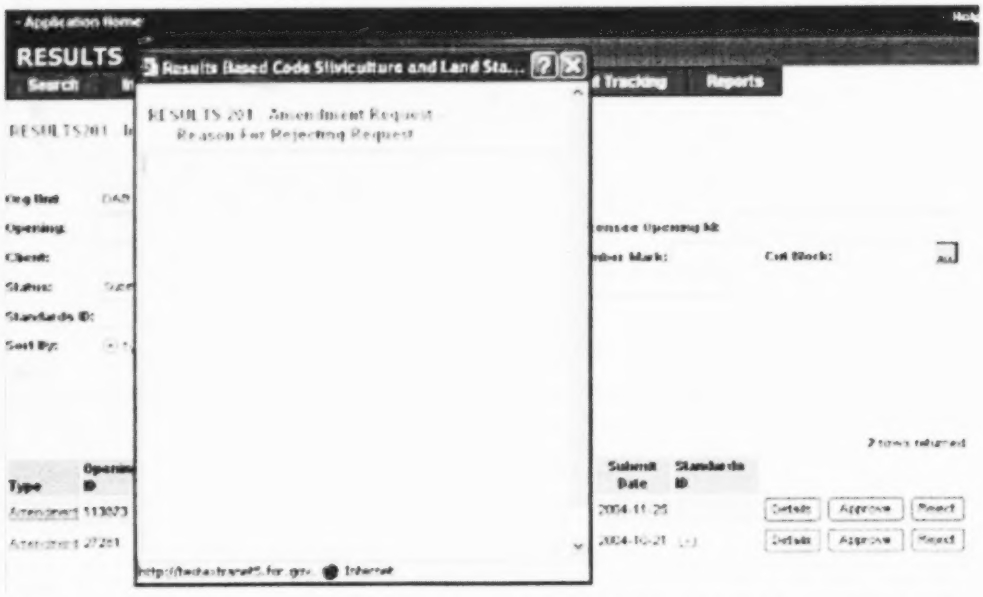
Standards ID:

Sort By: Type Submitted Date Search Clear

Type	Opening ID	Cutting License	Cutting Permit	Timber Mark	Cut Block	Client & Loco	Status	Submit Date	Standards ID	
Amendment	113673	A16969	199	624199	000	00002465 00	SUB	2004-11-25		Details Approve Reject

If approve is chosen no popups occur. At the top of the screen two messages will emerge, No records found and Save successful.

If the amendment request is rejected, a popup occurs asking for the reasons for the rejection.



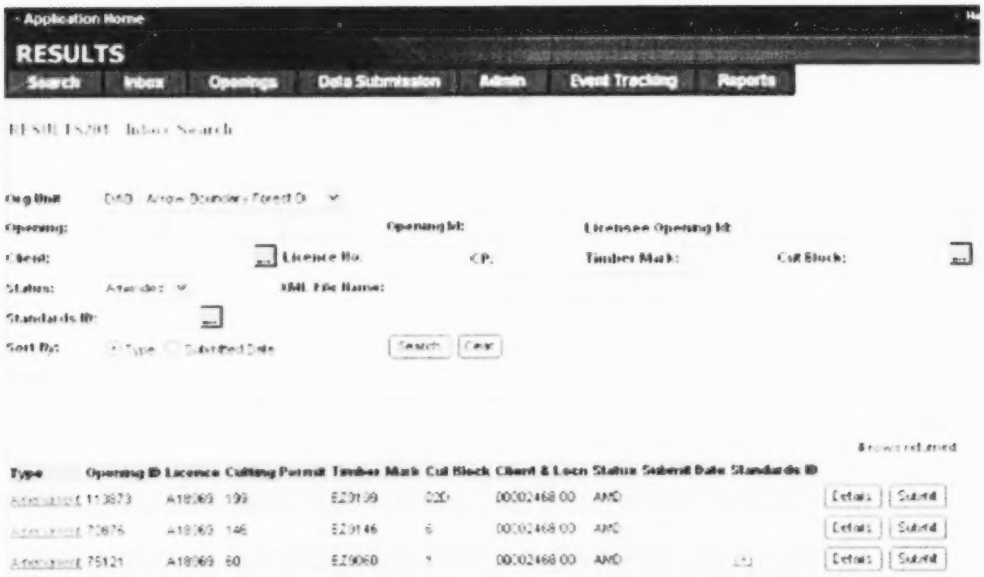
It is within this rejection box that the DM can create the reason (s) the request was not accepted. A reason is required for a rejection.

Once a reason has been written, choose Save, this will save the information and the popup will disappear and a **Save successful** will be shown at the top. The line with the details will be removed from the screen.

The block now goes back to the AMD status. An email is now sent to the licensee indicating that the amendment request was rejected. The file can now be found through the Inbox choosing Amended in the Status Box. The information available is now limited to Details and Submit as shown on the screen.

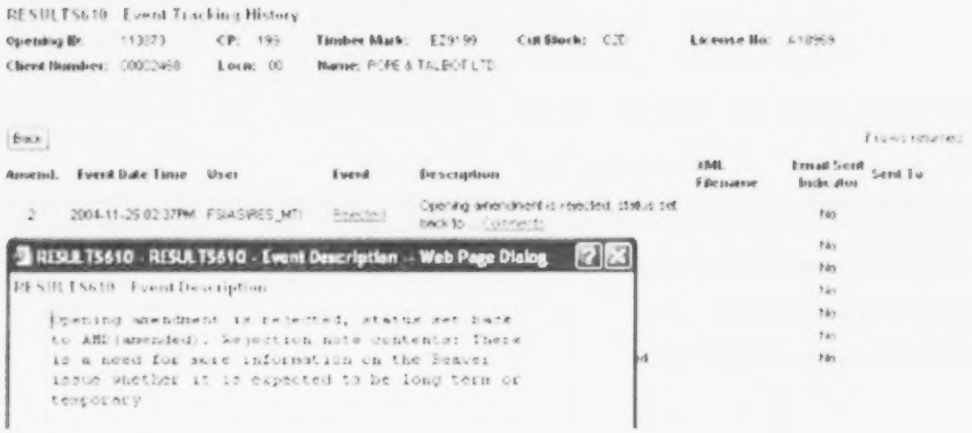
Licensee response to rejection

To address the rejection the licensee will be sent an email indicating the rejection. They can also search their Inbox for Amended blocks.



In our example it was CP 199 cutblock 02D. Select Details then History on the **RESULTS310 - Stocking Standards** page. From there it will take you to the RESULTS610 Event Tracking History, where you will note the Even shows Rejected, as well there are Comments under Description. Choose the Comments hyperlink to see the reason for the rejection.

To see the DM's rejection comments click on the Comments hyperlink. The RESULTS610 Event Description box is shown.


RESULTS610 - Event Tracking History
Opening ID: 113873 CP: 199 Timber Mark: EZ9199 Cut Block: CIE License No: A18969
Client Number: 00002468 Loca: 00 Name: POPE & TALBOT LTD
Back
Amend. Event Date Time User Event Description XML Filename Email Sent Inside Also Send To
2 2004-11-25 02:37PM FSIASIRES_MTI Rejected Opening amendment is rejected, status set back to Comments
RESULTS610 - RESULTS610 - Event Description -- Web Page Dialog
RESULTS610 - Event Description
Opening amendment is rejected, status set back to AMD (amended). Rejection note contents: There is a need for more information on the Beaver issue whether it is expected to be long term or temporary

Once the reason is reviewed a new amendment or revised request can be created.

To create a new amendment choose Amendment Request again.

You will need to go through the same steps of making the changes providing a rationale and resubmit. It may be optimal to discuss the comments with the DM prior to resubmitting if they are not easily addressed within the Stocking Standards.

If the requested amendment is rejected and you wish to revert to the original standards, simply go to the Amendment Proposed link on screen **RESULTS310 - Stocking Standards**, choose the hyperlink and at the bottom select Delete Amendment Request.

You will be asked by a popup whether you are sure you want to delete the request

Acceptable Species
Min Height
Save
Cancel
EP - PAPER BIRCH
1.5
Update
Delete
Microsoft Internet Explorer
Are you sure you want to delete?
OK
Cancel
Amendment Rationale
This Standards Unit has been partially blocked due to Beaver activity in the nearby stream. Natural Bl is found on site. It was previously considered an acceptable species. The Bl on site are doing well and due to its tolerance of flooding we request the status of Bl be modified to Preferred. To address the variability of good growing sites we request an amendment to the MITD from 1.2 to 1.0 m. We have also attached a pdf file with photographs of the block for your consideration.
Save

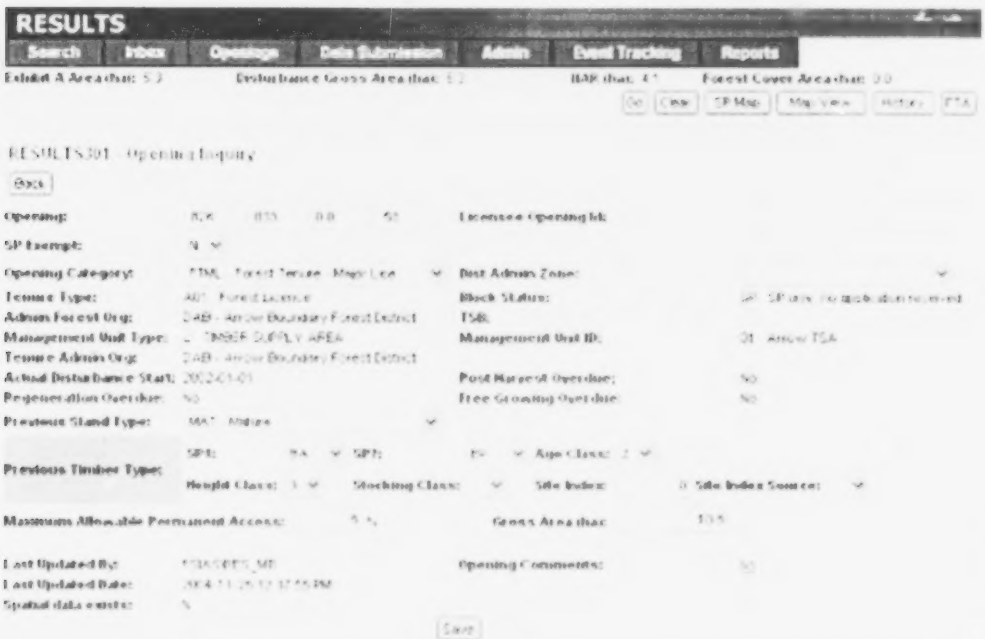
If you are choose OK, the block Status is then changed back to APP (Approved).

Other amendments

Adding an SU

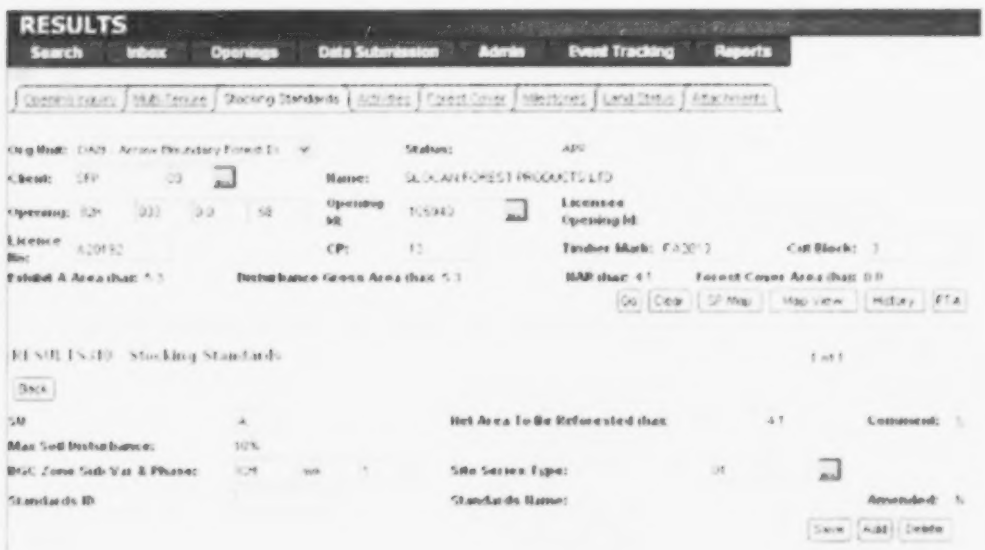
There may be situations where you would like to add or delete a Standards Unit from a Block. This can be done in RESULTS. Adding and deleting an SU can be done without approval for blocks with Standards ID (non Silviculture Prescription Blocks). Deletions can be done on all blocks without Approval. Where new SUs are added to blocks without Standards ID, the new SUs Standards must be approved. This is the scenario that is shown below.

Navigate to the Opening Inquiry Screen RESULTS301 – Opening Inquiry for the block of interest.



Before creating a new SU you will need to rectify the total SU areas with the Disturbance Gross Area. If the new SU is added to the Gross Area (e.g., blowdown patch) the Gross Block Area needs to be increased by the amount of the new SU (and roads etc). This can be done by going to the bottom of the Opening Inquiry Screen and scrolling to the bottom. If the new SU is replacing an old SU and the Gross Block Area is not affected disregard this step.

Modify the Gross Area to allow the addition of the new SU and press SAVE. Once that is saved successfully as shown at the top of the screen, choose the Stocking Standard Tab. This will take you to the **RESULTS310 - Stocking Standards** screen, where you will be able to add an SU.



Click on the Add button. This will refresh the screen with a blank Stocking Standard Screen as seen below.

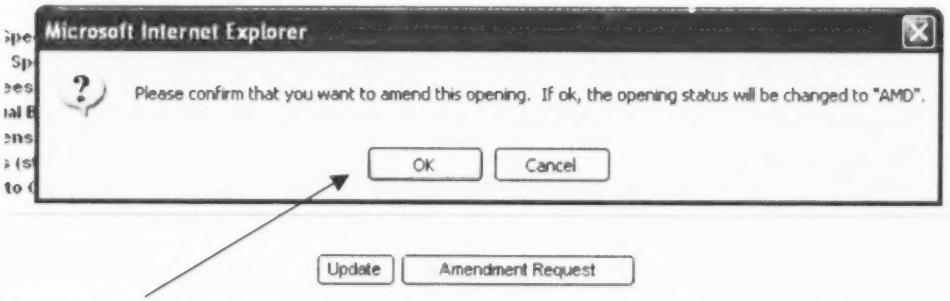
At this point the top section of the form needs to be filled in. The following fields: SU, NAR for the SU, BGC information all needs to be entered before the SU standards can be created. The information on the bottom stays unchanged until the top portion is saved, it is then deleted and new information is required.

Note: If you are not sure of the proper site series, choose the ... icon in the BGC Zone/Sub/Var & Phase row to select the appropriate Site Series for the SU. Type in the Zone, Subzone and Variant then choose Search. Options with Select on the left will be provided. Select the appropriate Site Series.

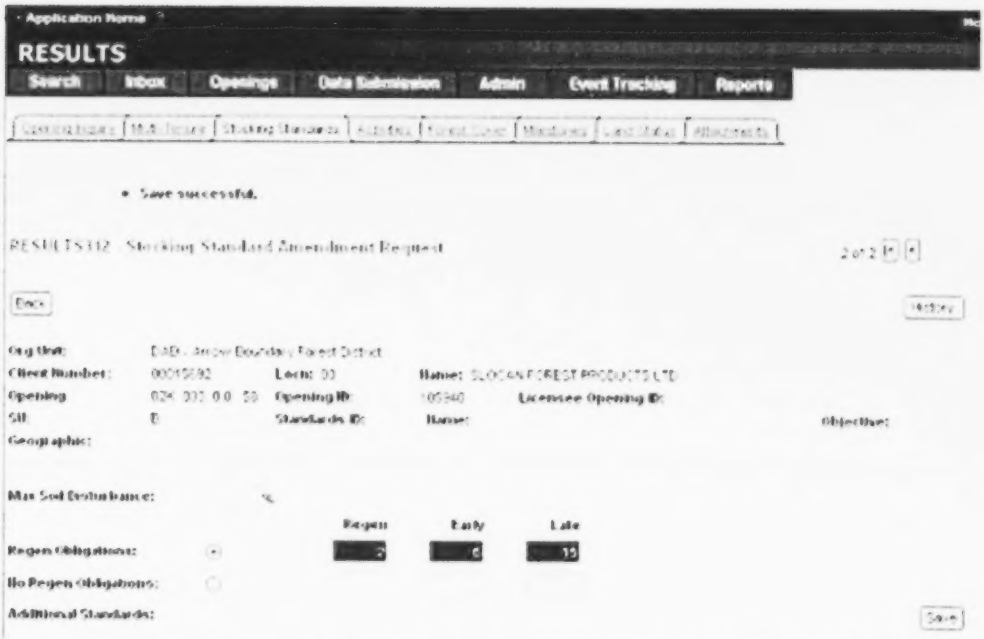
Once selected the fields will be filled in and the section should then choose Save. The following screen appears.

You will note the specifics for the Standard are now deleted (bottom of form) and require input. There are two options available. One is to use the Update function that allows for Approved Variations to be used without MoF approval (they have been pre approved at an FDP stage). The second approach is to request an Amendment. The second approach is shown here.

Once Amendment Request is chosen you will be prompted with if it is OK to change the status of the opening to AMD.


Microsoft Internet Explorer
Please confirm that you want to amend this opening. If ok, the opening status will be changed to "AMD".
OK
Cancel
Update
Amendment Request

Choose OK. Fill in the appropriate information and choose Save for each section.



Do this for all sections of the screen (note the changes are in red background or text). Once completed go Back one screen to the **RESULTS310 - Stocking Standards** screen and scroll to the bottom, select Submit Amendment. A **save successful** note should appear at the top of the screen. The amendment needs to be approved by the MoF before the block will revert to APP status.

MoF Approval Process

The MoF will search for the submitted amendment in the Inbox, use Inbox Search to locate the submission. The search can be by the unique identifier if known or by choosing Submitted under the Status option.

The MoF should assess the changes by choosing Details. Two options for looking at the details of the amendment are available. The most useful is to go through the Details

box. It will take you to the RESULTS310 Stocking Standards screen. From there you will need to choose the Amendment Proposed hyperlink. Once there you can scroll down to see the various highlighted changes including the rationale.

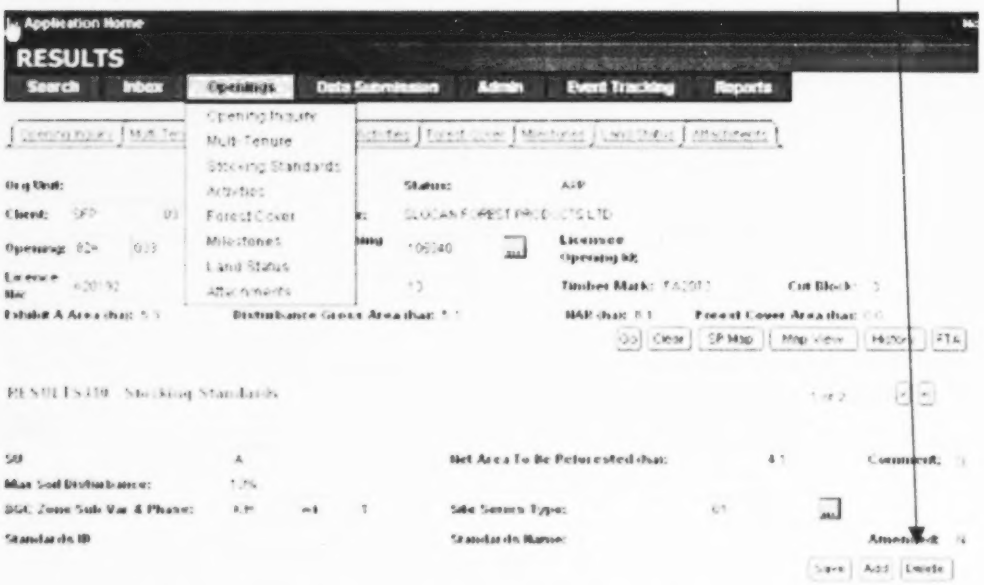
Another option is to choose the Amendment hyperlink on the far left of the row, that will take you to the RESULTS610 Event Tracking History screen where the list of Events are stored. Choose the most recent (top most) Amended hypertext link. This will show what has been modified. It does not however show the rationale box, so to see the rationale you will need to go through the Details box as indicated above. If the rationale has been sorted out prior to the approval, this approach may be sufficient.

Once the information has been gone over and a decision can be made use the Back button to go back to the RESULTS210 – Inbox Search screen and made the appropriate selection, Approve or Reject. If the choice is to Reject the submission a reason must be given (scroll down to find the Save button at the bottom of the RESULTS201 Amendment Request – Reasons for Rejecting Request form). An email indicating the rejection will be sent to the submitter.

The licensee can then resubmit to address the issues identified or return to the amended SU and delete it if the issue is seen as insurmountable.

Deleting an SU

Deleting an SU is relatively easy, simply go to the Stocking Standards drop down from the Openings box. Choose the SU you are wanting to Delete and choose the Delete function seen below.



Once Delete has been selected you are prompted to ensure that you are sure you wish to delete the SU. Choose OK if you are.

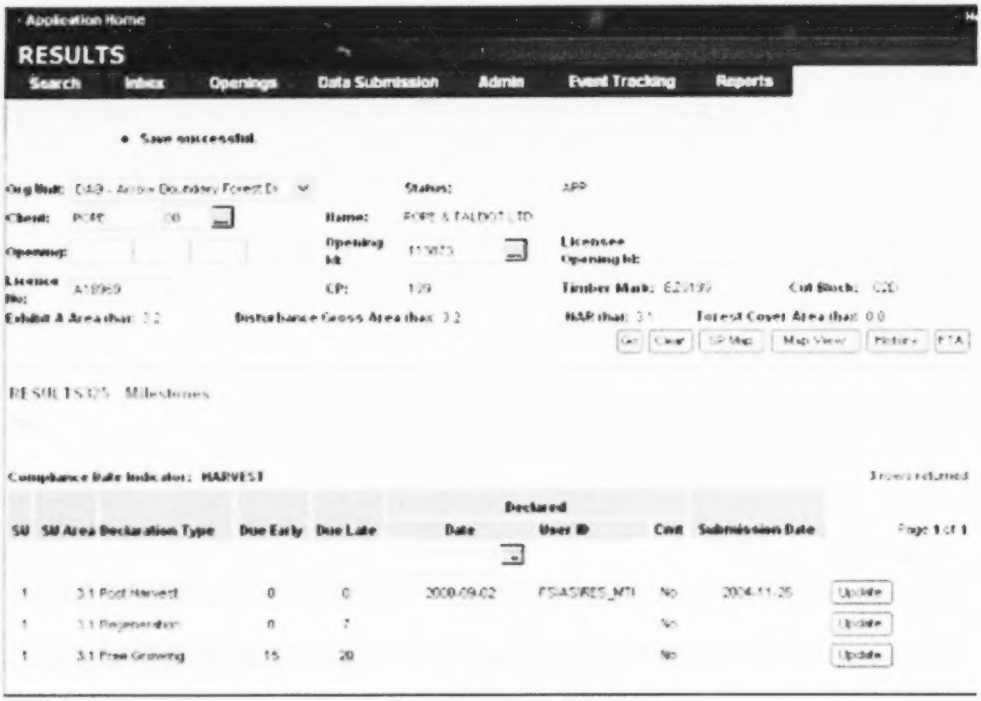
You will get a **Delete Successful** message at the top of the screen. This does not require an amendment to be approved by the MoF. The SU will be removed from any Milestones.

Milestone Declarations – Licensees

Milestone declarations can either be made through ESF submissions or directly in RESULTS. To make a declaration in RESULTS choose the Opening section and Milestones from the drop down menu.

NOTE: Only those with RESULTS DECLARATION or RESULTS APPROVAL security levels are authorized to make declarations.

Fill in the appropriate locator information and choose Go. This will take you to the RESULTS325 Milestone screen. The available milestones (Declaration Types) will be provided at the bottom of the screen.



Choose the Declaration Type you wish to declare (Post Harvest, Regeneration, Free Growing) by clicking on the Update button on the right. Once chosen that declaration will be moved to the top allowing entry of the Declared Date – use the calendar provided or fill in the date using the appropriate format yyyy-mm-dd. If you wish to add a comment click on the No hyperlink in the Cmt column. Add the comment and choose Save. The comment field will change to Yes.

Note – dates must be in the past or present. Future dates are not accepted.

Your User ID will be captured in the User ID field along with the Submission Date. Only the MoF administrator or the person who made the declaration can undeclared it. To undeclared simply choose the Update for the Declaration Type and erase the date and choose Save. A record of the declaration and deletion is found in the History section of RESULTS.

Help! Remember your online Help function. If you are still having problems try the Tutorial or contact Application Help at: **FORHISP.APPHELP@gems5.gov.bc.ca**

Or call

Information Management Group
Business Application Services (250) 387-8888

For more information on Declarations using the online help Tutorial go to:

http://www.for.gov.bc.ca/his/results/tutorial/htm/mile/mile_moduleintro.htm

An example of the format and content is shown below.

Module Intro

This Module Helps You:

- Learn how Milestones work in the RESULTS application
- Find out how to make a declaration
- Discover how the District Manager can reject a declaration
- Try your hand at an activity to re-enforce what you have learned

This module has two parts:

1. Making A Declaration
   This first part is for licensee and industry staff who need to make milestone declarations.
2. Removing A Declaration
   This second part is for District Managers and their designates who can remove a declaration by 'removing' its date. An activity for the entire module is also included as a module wrap-up. Go try your hand at it!

Want to know what to expect? It's best to look at both parts of this module to understand the process.

Click Continue below for an overview of how Milestones, Form C, and declarations fits in the process.

How To Remove/Delete A Declaration

What The DM Can Expect

- All of the data to set up milestones is entered through the EOF website in RESULTS, only the declaration date and comments can be changed. To make these changes a person must have correct administrative privileges and only the person who submitted the declaration (entered the date and saved it) can change it.
- However, if it is discovered through an inspection that the obligations have not been met there is a way to address rejecting a declaration by 'removing' the declaration date.

Example:

A licensee may have submitted a free growing declaration on an standards unit. The District Manager may determine that after a field inspection of the area the licensee has declared as free growing, that certain risks are present on the site (competing vegetation, forest health factor) As well the area is not likely to remain free growing. The District Manager would notify the licensee and not consider the area free growing and identify in a notice in writing that the obligation specified in the declaration has not been met, and that the holder remains responsible for meeting that obligation.

Removing A Declaration

- If planning to remove a declaration, you need to contact the RESULTS (Admin support). They have the authority to remove the date from the declaration. In this way, a declaration is removed.
- When contacting the RESULTS (Admin support), you need to advise which opening is affected. Below are the steps to locate the opening, verify that this is the one affected, and remove the date.

Appendix 1 – Quick Reference Cards

Ver 1.3 MIS 2004/08

RESULTS

Reporting Silviculture Updates and Land Status Tracking System

Navigating RESULTS

Accessing RESULTS

RESULTS can be accessed by any computer that meets MOF Standards and is connected to the Internet.

You can access RESULTS by going to: http://www.for.gov.bc.ca/his/results. Providing you have been granted RESULTS security access, select 'RESULTS Application' to launch the RESULTS application. RESULTS will automatically recognize users based on their MoF USERID or BCeID.

Understanding Security

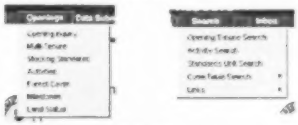
Ministry and other government staff must have a valid IDIR account and Licensees must have a valid BceID in order to apply for access to the specific security roles in RESULTS. Once you know what you will be doing in RESULTS, obtaining the correct role is done by completing the 'Application Access form for ESF and RESULTS' and is also found at the above web site.

Security level	Authorised Function	User Groups
ESF BROWSER/	Authority to review all ESF submissions	Licensees/Government
ESF SUBMITTER	Authority to review and submit ESF submissions.(Licensees must also have RESULTS UPDATE to upload RESULTS data, or RESULTS DECLARATION to upload milestone declarations).	Licensees/Government
RESULTS VIEW ONLY	Authority group allows General Inquiry mode.	Licensees/Government
RESULTS REPORTING	Authority group allows General Inquiry mode with access to Reporting.	Licensees/Government
RESULTS UPDATE	Authority group allows General Inquiry, Reporting, and Data Update mode. This role is made for MoF staff creating changes to existing RESULTS information, creating and submitting standard proposals, and submitting standard unit amendments.	Licensees/Government
RESULTS DECLARATION	Authority group allows General Inquiry, Reporting, Data Update,and Milestone Declaration mode. Role is made for MoF that require all the previous roles as well as those required to declare milestone obligations met.	Licensees/Government
RESULTS APPROVAL	Authority group allows General Inquiry, Reporting, Data Update,and Milestone Declaration mode. Role made for district managers, or their designates who can approve/reject proposed standards and opening amendment requests.	Government

Using Tabs to find your way around!

RESULTS has a series of tabs in the top navigation bar. Each tab represents a separate function in RESULTS. When you click a tab, you are offered a series of choices. It's helpful to think of these tabs as offering you a series of forms to choose from. When you select one of the choices from the drop-list, the corresponding form will display.

* Integration is a fundamental concept of RESULTS. By using searches and drop-down menus, users may easily navigate to all the RESULTS components. Note that users will still require authority to access applications linked to RESULTS like SPAR and FTA.



Getting Web Savvy!

If you have not worked much with web applications the following tips will improve your web savvyness and allow you to use RESULTS with ease:

* To access RESULTS, you need to go through your Web Browser and enter the URL. To save you time and typing you should add RESULTS to your "favorites" the first time you use it.

* You should always start a fresh browser session before using RESULTS. - hit the refresh button before you start your new session.
* Always complete each task before leaving your workstation unattended in case you lose your Internet connection. RESULTS will time-out after 30 minutes of inactivity; you will be re-directed to the RESULTS Homepage and any unsaved data will be lost.
* RESULTS will sometimes take a few moments to process tasks, but the cursor will not change to the hourglass when the application is thinking. Instead, the spinning globe in the top right of the browser indicates when the application is still thinking.
* Use the navigation tabs in RESULTS to move around NOT the browser buttons at the top of the page.
* Use the Tab key to move from field to field. Don't use your Enter key instead of your Tab key as this may submit a form rather than moving you between fields.
* Use the delete button carefully. In a web-based application, you will not receive a prompt to continue if you use the delete button. Therefore, once you click delete, your information will be deleted without a warning. You cannot use the back button to restore your information.

Contact Information

If you are having technical difficulties, or have business related questions regarding application, tutorial, on-line help or documentation please contact The Business Application Support Center through:

Email FORHISP.APPHELP@gems5.gov.bc.ca
Phone 250-387-8888

They are available Monday - Friday, 8:00 - 4:30 except over the lunch hour (12:00 - 1:00)

RESULTS NAVIGATION TREE

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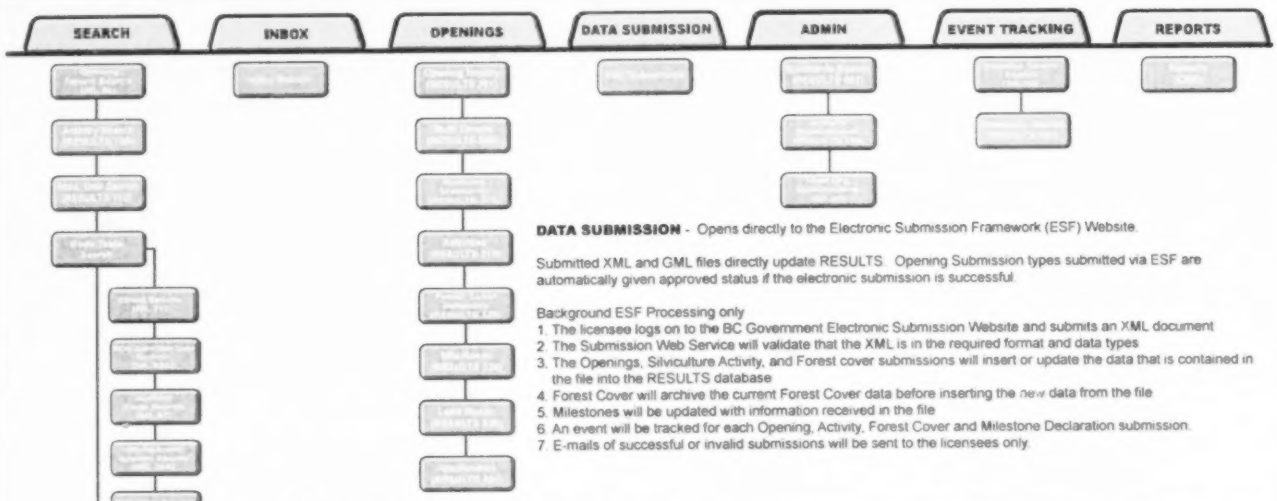

DATA SUBMISSION - Opens directly to the Electronic Submission Framework (ESF) Website.

Submitted XML and GML files directly update RESULTS. Opening Submission types submitted via ESF are automatically given approved status if the electronic submission is successful.

Background ESF Processing only

1. The licensee logs on to the BC Government Electronic Submission Website and submits an XML document
2. The Submission Web Service will validate that the XML is in the required format and data types
3. The Openings, Silviculture Activity, and Forest cover submissions will insert or update the data that is contained in the file into the RESULTS database
4. Forest Cover will archive the current Forest Cover data before inserting the new data from the file
5. Milestones will be updated with information received in the file
6. An event will be tracked for each Opening, Activity, Forest Cover and Milestone Declaration submission.
7. E-mails of successful or invalid submissions will be sent to the licensees only.

SEARCH - The Search tab will give a user access to search functions to operational code tables and access to linking to external applications.

INBOX - Your InBox contains tasks that require action and displays the records returned for the search criteria provided. You will have different tasks associated with your InBox, depending on whether you are a Licensee or a Ministry user. The types of information that can be displayed are:

- Amendment requests for standard units on existing openings
- Standards regime requests by a licensee or district
- The types of information displayed will be dependent on the user. Usually you will view submitted Opening amendments and standards regime requests.
- If a Standard regime proposal has a status of Draft (DFT) or Submitted (SUB), it will appear in your InBox. Similarly if the opening amendment request has a status of Amendment(AMD) or Submitted (SUB), it will appear in your InBox.

OPENINGS - This tab provides direct navigation to the Opening components: Opening Inquiry, Multi-Tenure, Stocking Standards, Activities, Forest Cover, Milestones, Land Status, SP Map, and Attachments.

Each of the Opening screen components will display a common header area(tombstone) defining the Forest District (Org Unit), the Licensee(Client) and related administrative information.

From the opening screens you can perform inquiry and selected update functions. You can also view the rendered maps, Mapview and Attachments for MoF staff only, the FTA application for corresponding tenure information.

ADMIN - The Admin function within RESULTS is made up of: Standards Admin, Activity Search, and User Organisations.

Standards Admin:

- Navigates to Standards Search where Standards can be found by using one or more of the search criteria provided (such as Objective). Once selected, the Standards information will be populated on the screen.

Activity Search:

- This screen is used to view and/or insert the Base and Technique code combination
- Only 'System Administrators' may add new Silviculture activity combinations
- Change your default org unit on this screen if you need to do work in more than one org unit.

EVENT TRACKING - The Event Tracking function will provide users with the ability to query on changes made to their RESULTS data. The type of events that will be tracked are changes made to openings though submissions, updates, and amendments.

Event tracking history will track the event date/time as well as the user which initiated the event.
A description of the event will be recorded and if the event is through an amendment or update, the individual data field that is updated will be tracked.

Workflow changes of statuses will also be tracked (e.g., changing a amendment request from submitted to approved) and provides an audit trail of events occurring on the opening.

REPORTS - This function will display the reports that can be accessed from the RESULTS application.

Corporate Reporting System (CRS) is a web-based corporate reporting tool. It is available to Ministry staff and Licensees for information reporting and operational support.

RESULTS TASKS

Form A

Standards - Opening: Updating/Requesting an Amendment

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Update Opening - *No Approval Required*

Minor Changes e.g.: changing a previous stand type

Openings → RESULTS 301 Opening Inquiry → Enter search data for the opening, e.g. License No., CP, and Block. → Go → Check if correct opening. / Modify the appropriate field(s). → Save → (To check changes) History → Choose **Update** and review changes.

Request for a Stocking Standard Amendment - *Approval Required*

Amendments to standards (e.g., any one or combination of Target or Minimum stocking, Preferred and or Acceptable species, Min Horizontal Distance...)

Openings → RESULTS 310 Stocking Standards → Enter search data for the opening, e.g. License No., CP, and Block. → Go → Choose the SU to amend. → Amendment Request → Choose OK to confirm. / Modify the appropriate field(s). → Save

Request for a Stocking Standard Amendment - *Approval Required*

(After saving your request, now you need to submit it)

Save sequentially as changes are made. / Note that changes are shown in red. → (To see the request) History → Choose **Amended** and review. / Make all required changes to SUs. → Back → Submit Amendment → Status should change to SUB

MoF Approving or Rejecting Request

The DM is responsible for determining if an amendment request is approved or rejected

Inbox → RESULTS 201 InBox Search → Click on the Status dropdown list. Select **Submitted**. → Search → Search result appear in bottom half of page. Find the request you want. → Details → Choose **Amendment Proposed**. / View changes to original information.

Finding and Deciding on Requests for Amendment

History → Choose **Amended** view changes. → Back → Review amendment rationale. → Back → Back → RESULTS 201 **Approve** or **Reject**. / **If Reject, provide reasons.** → Save → Reverts to **AMD** (If approved, changes to **APP**).

Purpose of This Card:

To introduce you to RESULTS and act as a reminder if you forget something.
This card provides you with the most common tasks in the RESULTS application and the basic steps.

For more information on these tasks see:

1. The RESULTS Quick Start Tutorial with demos at:
   http://www.for.gov.bc.ca/his/results/tutorial/
2. The Online Help Guide in the RESULTS application at:
   http://www.for.gov.bc.ca/his/results/

If you have additional questions or need to obtain a User ID and Password, contact:

Ministry of Forests
Information Management Group
Business Application Services Section (BASS) Systems Support

Email: FORHISP.APPHELP@gems5.gov.bc.ca
Phone: 250.387.8888
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RESULTS TASKS - Updating Form B/making a Declaration/Searches/Reports

RESULTS Quick Reference Card 2

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Virtually all of your information is entered through the Electronic Submission Framework website by uploading the XML and GML file(s). See: http://www.for.gov.bc.ca/his/esd/
However, if you are already in RESULTS you may want to update Activities, or make a declaration

Form B — Activities

must have RESULTS UPDATE security level

Activities *Update Silviculture Activity*

Openings → RESULTS 315 Activities → Enter the Opening info in the Opening field. → Go → Find the Silviculture Activity you want to update. Click on **Details** beside it. → Details → Update Silviculture info, funding/project, treated amount, and species information. → Save

Activities *Update Disturbance Activity*

Openings → RESULTS 315 Activities → Enter the Opening info in the Opening field. → Go → Find the Disturbance Activity you want to update. Click on **Details** beside it. → Details → Update the Disturbance info, start/end date, and Disturbance Code. → Save

Form C — Milestones - Making a Declaration

must have RESULTS DECLARATION security level

Making a Declaration for the Post Harvest, Regen, or Free Growing stage by putting in Date

Openings → RESULTS 325 Milestones → Enter the Opening info in the Opening field. → Go → Find the milestone you wish to declare. Click on **Update** beside it. → Update → The milestone should now be the first row. Enter the date or click on Calendar. Select date. → Save

Searches

must have RESULTS VIEW ONLY security level

Search for a Specific Opening

Search → SIL 50 Opening Tenure Search → Enter search data for the opening, e.g. License No., CP, and Block → Search → Find the correct opening in the list at the bottom of the page. Click on **Details** beside it. → Details → Make a note or print information as desired. → To print, click on icon in browser

Reports

must have RESULTS REPORTING security level

Running a basic Report in CRS - *Example*

Reports → Reports → • Silviculture → Reporting → Opening Summary Report → Enter data parameters, e.g. dates and opening you want in report. → Choose to view or have it emailed. → Generate Report

RESULTS TASKS - Standard Administration

RESULTS Quick Reference Card 3

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Standards: Viewing

Must have RESULTS VIEWING security level

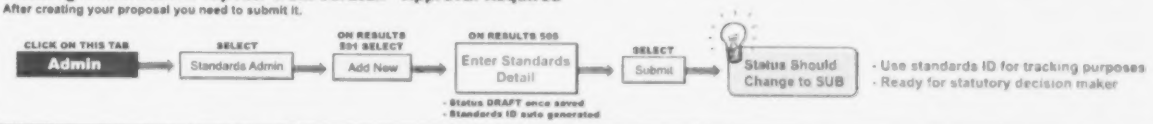
Finding Standards

Proposing New Standards

District, BCTS or Licensee MUST have RESULTS UPDATE security level

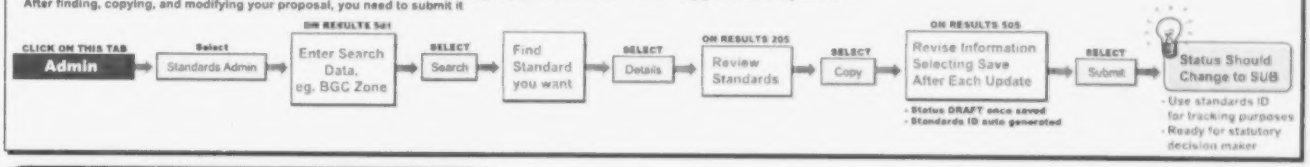
Creating a Standards Proposal from scratch - Approval Required

After creating your proposal you need to submit it.



Creating a Standards Proposal by Copying an existing Approved Standard - Approval Required

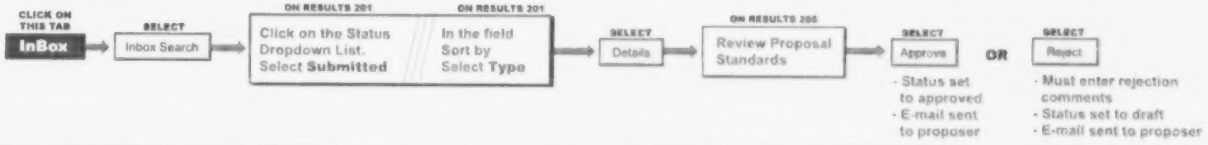
After finding, copying, and modifying your proposal, you need to submit it



Approving/Rejecting a Standards Proposal

MoF statutory decision maker or designate must have RESULTS APPROVAL security level

Finding & Deciding on Standards Proposals



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2. The Online Help Guide in the RESULTS application.

Access to Results:

Information on security levels and how to get access to RESULTS can be found at:
http://www.for.gov.bc.ca/his/results/

RESULTS Application:
http://extranet3.for.gov.bc.ca/results/

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